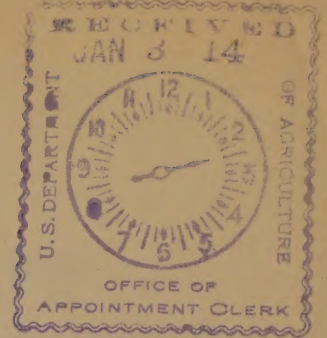


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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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Please return to
the Secretary's File Room



January 3, 1914.

MEMORANDUM NO. *58*

Appointment of Additional Members of Committee on Motion
Picture Activities of the Department.

The following employees of the Department have been designated
as additional members of the committee on motion picture activities,
appointed by Memorandum No. 55:

J. M. Pickens, Bureau of Animal Industry.

Don Carlos Ellis, Forest Service.

The full committee is as follows:

Geo. W. Wharton, Office of Information, Chairman.

C. W. Thompson, Rural Organization Service.

J. A. Evans, Farmers' Cooperative Demonstration Work.

O. H. Benson, Office of Farm Management.

A. B. Boettcher, Division of Publications.

J. M. Pickens, Bureau of Animal Industry.

Don Carlos Ellis, Forest Service.

W. E. C.
Acting Secretary.

Mr. Roberts

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WASHINGTON, D. C.

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the Secretary's File Room

January 8, 1914.

MEMORANDUM NO. 59.

Procedure in handling requests for information
regarding items in Appropriation Bill.



There has been some confusion in the past resulting from efforts to attach to or include in our Appropriation Bill, in the Senate and the House, items for which no estimates have been made. In view of the careful consideration that has been given to the estimates and the relations that the Department must maintain with the Committees responsible for handling our budgets, it is believed advisable that all requests for information regarding appropriations should be referred to the Secretary's office for action.

W. H. Egan
Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



Mr. Roberts
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The Secretary's File Room

January 16, 1914.

MEMORANDUM NO. 60.

Additional Members of Advisory Committee on Finance.

The following have been designated as additional members of the Advisory Committee on Finance appointed by Memorandum No. 50, dated November 1, 1913:

Mr. A. Zappone, Chief, Division of Accounts.

Mr. W. L. Shuck, Assistant Secretary's Office.

Mr. E. H. Bradley, Assistant Secretary's Office
(advisory member).

Mr. W. F. Callander will hereafter serve as an advisory member of the Committee. On account of the press of other duties and the fact that he will be away from Washington for some weeks, he will be unable to regularly attend the Committee meetings. He has, therefore, been designated as an advisory member in order that he might attend the meetings as opportunity offers.

W. F. Callander
Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



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the Secretary's File Room

January 17, 1914.

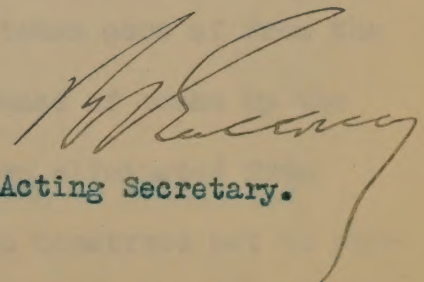
MEMORANDUM NO. 61.

Committee on Relations with the International
Institute of Agriculture at Rome.

In order that the Department may furnish advice and assistance in a regular way to the International Institute of Agriculture at Rome, the following committee, which will be known as the Committee on Relations with the International Institute of Agriculture at Rome, is appointed:

Dr. A. C. True, Chairman
Mr. David Fairchild
Mr. Walter Swingle

This committee will arrange for the conduct within the Department of all business connected with the Institute and attend to the miscellaneous requests for information and data which are received from the Institute from time to time.


Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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★ OCT 18 1914
U.S. DEPT. OF AGRICULTURE
WASHINGTON, D.C.

January 14, 1914.

MEMORANDUM NO. 61.

Committee on Relations with the International
Institute of Agriculture at Rome.

In order that the Department may furnish advice and assistance
in a regular way to the International Institute of Agriculture
at Rome, the following committee, which will be known as the Com-
mittee on Relations with the International Institute of Agriculture
at Rome, is appointed:

Mr. A. C. True, Chairman
Mr. David F. Johnson
Mr. Walter Swingle

This committee will arrange for the conduct within the De-
partment of all business connected with the Institute and attend to
the miscellaneous requests for information and data which are receiv-
ed from the Institute from time to time.

Respectfully,
Secretary.

Appt. Clerk
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



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★ OCT 16 1936 W
Please return to
the Secretary's File Room

January 26, 1914.

MEMORANDUM NO. 62.

Regarding the purchase of books for field use from the funds of the Bureaus, Divisions and Offices of the Department.

Certain questions having arisen regarding the purchase of books for field use from the funds of the Bureaus, Divisions and Offices of the Department, the following memorandum is submitted in order that the policy of the Department in this respect may be clearly understood:

Some 18 to 20 years ago it was a common practice to purchase books out of the funds of nearly all of the Bureaus of the Department, but in 1898 Congress passed a law (30 Statutes at Large 277) restricting the purchase of books and periodicals "for the use of any Executive Department or other Government establishment not under an Executive Department, at the seat of Government," to appropriations specifically authorizing the purchase of books and periodicals. Later, the Committee on Agriculture in the House took the matter under consideration and decided that the purchase of books in the Department should be specifically taken care of from the Library funds. Provision, therefore, for the purchase of books by the Bureaus, Divisions and Offices has consistently been eliminated from their appropriations. While the above law has been construed not to prohibit the purchase of books and periodicals for use outside of Washington

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WASHINGTON, D.C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C.



January 26, 1914.

MEMORANDUM NO. 62.

Regarding the purchase of books for field use from the funds of the Bureau, Divisions and Offices of the Department.

Certain questions having arisen regarding the purchase of books for field use from the funds of the Bureau, Divisions and Offices of the Department, the following memorandum is submitted in order that the policy of the Department in this respect may be clearly understood:

Some 18 to 20 years ago it was a common practice to purchase books out of the funds of nearly all of the Bureaus of the Department, but in 1898 Congress passed a law (30 Statutes at Large 377) restricting the purchase of books and periodicals "for the use of any Executive Department or other Government establishment not under an Executive Department, at the seat of Government," to appropriations specifically authorizing the purchase of books and periodicals. Later, the Committee on Agriculture in the House took the matter under consideration and decided that the purchase of books in the Department should be specifically taken care of from the library funds. Provision, therefore, for the purchase of books by the Bureau, Divisions and Offices has consistently been eliminated from their appropriations. While the above law has been construed not to prohibit the purchase of books and periodicals for use outside of Washington

from appropriations not definitely authorizing the purchase of books and periodicals, it is apparently the desire of Congress to restrict the purchase of books and periodicals to appropriations specifically providing for their purchase.

In view of the above law and the attitude of Congress in the matter, and in view of the fact that it has been found to be a wise administrative policy to restrict the purchase of books and periodicals for the use of the Department in Washington to the Library appropriation, it is a question whether it would not also be advisable to meet the need for books in the field by a definite Library appropriation for the purchase of books and periodicals for use outside of Washington. However, until such provision is made it is most desirable that some consistent policy in this matter be followed throughout the Department and that the limitations in the purchase of books and periodicals for field use be clearly defined. There seems little question that the purchase of books and periodicals from the funds of the Bureaus, Divisions and Offices should be confined to books for definite field stations. A statement to the effect that the books are for field use is not sufficient. It should be shown definitely that the books are to be assigned to permanent stations where men are located permanently and where for obvious reasons it is not practicable for them to refer to books of the Library of the Department. Some judgment must also be exercised even in such cases, for if field stations, for example, are located in conjunction with experiment stations or colleges having excellent library facilities, it seems reasonable to suppose that these facilities can be used. Books needed for use in the field only a part of the time should be purchased from the funds of the Library of the

Department. If with the growth of the Department and the increase in the amount of work done in the field the funds of the Library are not sufficient to meet the needs, steps will be taken to increase the Library appropriation. In order to carry out consistently this policy and to make the resources of the Library as widely useful as possible, the following regulations covering the purchase of books for field use from the funds of the Bureaus, Divisions and Offices of the Department, are deemed advisable:

First: All requests for the purchase of books and periodicals for field use should be accompanied by a statement giving the location of the field station to which the books are to be assigned. Due consideration should also be given to the library facilities in the vicinity of the field station in order to avoid unwarranted duplication.

Second: All books and periodicals purchased from the funds of the Bureaus, Divisions and Offices for field use shall be considered the property of the Department Library after return to Washington. All books and periodicals previously purchased and now in the possession of Department employees should be forwarded to the Department Library for recording and stamping.

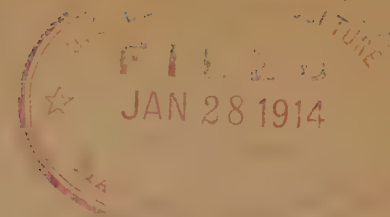
Third: Books and periodicals purchased from the funds of the Bureaus, Divisions and Offices should be inventoried annually. Records in regard to them should preferably be kept by the librarians of the respective Bureaus. Bureaus not having a librarian should designate some employee to take charge of the records, in order that information in regard to the books belonging to the Department but deposited in the field may be readily available. Some discretion, however, should be exercised regarding the types of periodicals of which files should be permanently maintain-

ed and inventoried. A considerable number of farm papers, for instance, while necessary for current use, are not, it is believed, of sufficient permanent value to justify preservation and inventory.

W. E. Green
Acting Secretary.

LIBRARY
* AUG 1961

United States Department of Agriculture,
Bureau of Plant Industry.



P
Office of Chief of Bureau.

Washington, D. C., January 22, 1914.

MEMORANDUM FOR THE ACTING SECRETARY.

Dear Doctor Galloway:

The proposed memorandum regarding the purchase of books for field use from the funds of bureaus, divisions and offices of the Department has been carefully examined. It appears to cover this important matter satisfactorily in so far as the experience and needs of this Bureau are concerned.

Our Librarian calls attention to the importance of including in the "second" provision of the memorandum an instruction that all books at present in the possession of any of the workers, which have been purchased on letters of authorization, be returned to the Department Library for recording and stamping. This would merely be to insure that such books as have already been purchased should be treated in the same way as those purchased in future.

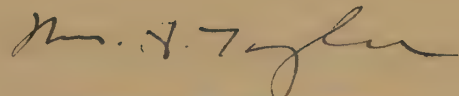
It is suggested that under the "third" provision it would be necessary to leave some discretionary liberty regarding the types of periodicals of which files should be permanently maintained and inventoried. Scientific periodicals should certainly be permanently retained, but a considerable number of farm pa-

pers are subscribed for, which, while necessary for current use, are not of sufficient permanent value to justify perservation and inventory.

The first suggestion would be met if the "second" provision of the memorandum were made to read as follows:

"Second: All books and periodicals purchased from the funds of the bureaus, divisions and offices for field use shall be considered the property of the Department Library after return to Washington. All books and periodicals previously purchased and now in the possession of Department employees should be forwarded to the Department Library for recording and stamping."

Yours very truly,

A handwritten signature in dark ink, appearing to read "M. J. Taylor", with a stylized flourish at the end.

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

January 13, 1914.

U. S. DEPT. OF AGRICULTURE
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MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

In reply to your memorandum of January 9th, relative to the purchase of books for field use from funds of the Bureau, and in which you ask for comments concerning Doctor Galloway's attached statement, I may state that I consider the memorandum a very good one. I would not, however, limit too strictly the purchase of books needed by men stationed in the field for a season only. The need for books by men so placed may be as great as or greater than that of men in permanent stations. On the whole, however, purchase for permanent stations is preferable, since it more effectually precludes the possibility of purchase of books not strictly for official use. If the appropriation for the Department Library were sufficiently large, it would surely save the bureaus trouble and probably be cheaper for the Department in the end to have all purchases of books for field use made by the Department Library. The first, second and third regulations on page 3 seem very sound. In regard to the second, of course it is understood that while the books shall be considered property of the Department Library they can be charged to the Bureau originally purchasing them if still needed there.

Yours very truly,

L. O. Howard

Chief of Bureau.

United States Department of Agriculture,
Office of Experiment Stations,
Washington, D. C.



January 21, 1914.

MEMORANDUM FOR DR. GALLOWAY:

Referring to the memorandum which it is proposed to issue regarding the purchase of books and periodicals for field use, I have to state that in the case of our insular experiment stations, we do not think that it would be practicable to make such purchases from a definite library fund, and would suggest that if such a plan is adopted, these stations be specifically exempt. On account of their isolation, each station requires a working library, the size and character of which depends upon the organization for research. We have considered that each station should have its own library, just as the various experiment stations in this country have. They now receive sets of Department publications as well as the bulletins and reports of the different State stations. In addition to these, subscriptions are placed for current periodicals and purchase is made of standard books on the various sciences relating to agriculture. The books are catalogued, and as far as possible, arranged for consultation. Invoices of purchases can be prepared if desired, and such invoices have been kept since July 1, 1913. It is believed that the making of all purchases through the Library of the Department would prove unsatisfactory, as a condition analogous to that often occurring toward the end of the year regarding the publication of bulletins would in all probability arise and appropriations be exhausted or the allotment for the different offices used up at a time when it would be desirable to make purchases. Any such plan would handicap the stations, particularly in the organization of new departments of investigation. Purchases are generally made on bids, which in many cases have been as favorable as those obtained by the Department

Library, and it is recommended that this plan be continued.

The only other branch of the Office at present purchasing books for field use, is our Irrigation Division. This Division has, to a limited extent, made such purchases, and it will be entirely practicable in all future cases to give the location of the field station to which the books are to be assigned and to make returns of such property annually.

Very truly yours,

A handwritten signature in cursive script, appearing to read "A. C. True".

Director.

9-12-14

January 9, 1914.

MEMORANDUM FOR DR. HOWARD.

Dear Dr. Howard:

The Acting Secretary directs me to send you the attached copy of a memorandum, which it is proposed to issue, regarding the purchase of books for field use from the funds of the Bureaus, Divisions, and Offices of the Department, with the request that you will submit as soon as possible such comments or suggestions in reference thereto as you may care to make.

Very truly yours,

Private Secretary.

January 9, 1914.

MEMORANDUM FOR DR. TRUE.



Dear Dr. True:

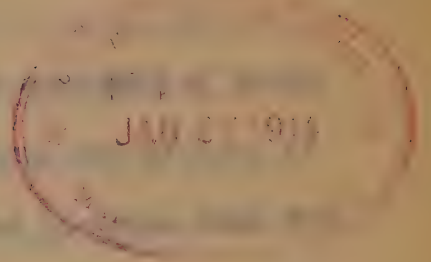
The Acting Secretary directs me to send you the attached copy of a memorandum, which it is proposed to issue, regarding the purchase of books for field use from the funds of the Bureaus, Divisions, and Offices of the Department, with the request that you will submit as soon as possible such comments or suggestions in reference thereto as you may care to make.

Very truly yours,

Private Secretary.

January 9, 1914.

MEMORANDUM FOR PROF. TAYLOR.

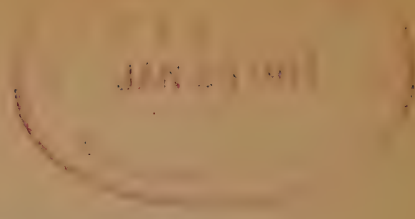


Dear Prof. Taylor:

The Acting Secretary directs me to send you the attached copy of a memorandum, which it is proposed to issue, regarding the purchase of books for field use from the funds of the Bureau, Divisions, and Offices of the Department, with the request that you will submit, as soon as possible, such comments or suggestions in reference thereto as you may care to make.

Very truly yours,

Private Secretary.



MEMORANDUM

Regarding the purchase of books for field use from the funds of the Bureaus, Divisions, and Offices of the Department.

Certain questions having arisen regarding the purchase of books for field use from the funds of the Bureaus, Divisions, and Offices of the Department, the following memorandum is submitted in order that the policy of the Department in this respect may be clearly understood:

Some 18 to 20 years ago it was a common practice to purchase books out of the funds of nearly all of the Bureaus of the Department, but in 1898 Congress passed a law (30 Statutes at Large, 277), restricting the purchase of books and periodicals "for the use of any Executive Department or other Government establishment not under an Executive Department, at the seat of Government," to appropriations specifically authorizing the purchase of books and periodicals. Later, the Committee on Agriculture in the House took the matter under consideration and decided that the purchase of books in the Department should be specifically taken care of from the Library funds. Provision, therefore, for the purchase of books by the Bureaus, Divisions and Offices has consistently been eliminated from their appropriations. While the above law has been construed not to prohibit the purchase of books and periodicals for use outside of Washington from appropriations not definitely authorizing the purchase of books and periodicals, it is apparently the desire of Congress to restrict the purchase of books and periodicals to appropriations specifically providing for their purchase.

MEMORANDUM

TO: THE SECRETARY OF THE ARMY
FROM: THE CHIEF OF THE ARMY
SUBJECT: PURCHASE OF BOOKS

Reference is made to the report of the Committee on the purchase of books for the Library of Congress, dated June 18, 1908. The following memorandum is submitted in order that the Committee may be informed of the results of the investigation conducted by the Committee on the purchase of books for the Library of Congress, dated June 18, 1908. Some 18 to 20 years ago it was a common practice to purchase books for the Library of Congress, but in 1898 Congress passed a law (30 Statutes at Large, 277), restricting the purchase of books for the Library of Congress to the purchase of books for the Library of Congress, at the seat of Government, to appropriations specifically authorized the purchase of books and periodicals. Later, the Committee on the purchase of books for the Library of Congress, dated June 18, 1908, specifically taken care of from the Library funds. Provision, therefore, for the purchase of books for the Library of Congress, dated June 18, 1908, has constantly been eliminated from their appropriations. While the Committee on the purchase of books for the Library of Congress, dated June 18, 1908, has constantly been eliminated from their appropriations, the Committee on the purchase of books for the Library of Congress, dated June 18, 1908, has constantly been eliminated from their appropriations.

In view of the above law and the attitude of Congress in the matter and in view of the fact that it has been found to be a wise administrative policy to restrict the purchase of books and periodicals for the use of the Department in Washington to the Library appropriation, it is a question whether it would not also be advisable to meet the need for books in the field by a definite Library appropriation for the purchase of books and periodicals for use outside of Washington. However, until such provision is made it is most desirable that some consistent policy in this matter be followed throughout the Department and that the limitations in the purchase of books and periodicals for field use be clearly defined. There seems little question that the purchase of books and periodicals from the funds of the Bureaus, Divisions and Offices should be confined to books for definite field stations. A statement to the effect that the books are for field use is not sufficient. It should be shown definitely that the books are to be assigned to permanent stations where men are located permanently and where for obvious reasons it is not practicable for them to refer to books of the Library of the Department. Some judgment must also be exercised even in such cases, for if field stations, for example, are located in conjunction with experiment stations, or colleges having excellent library facilities, it seems reasonable to suppose that these facilities can be used. Books needed for use in the field only a part of the time should be purchased from the funds of the Library of the Department. If with the growth of the Department and the increase in the amount of work done in the field the funds of the

Library are not sufficient to meet the needs, steps will be taken to increase the Library appropriation. In order to carry out consistently this policy and to make the resources of the Library as widely useful as possible, the following regulations covering the purchase of books for field use from the funds of the Bureaus, Divisions and Offices of the Department, are deemed advisable:

FIRST: All requests for the purchase of books and periodicals for field use should be accompanied by a statement giving the location of the field station to which the books are to be assigned. Due consideration should also be given to the library facilities in the vicinity of the field station in order to avoid unwarranted duplication.

SECOND: All books and periodicals purchased from the funds of the Bureaus, Divisions and Offices for field use shall be considered the property of the Department Library if they are returned to Washington.

THIRD: Books and periodicals purchased from the funds of the Bureaus, Divisions and Offices should be inventoried annually. Records in regard to them should preferably be kept by the librarians of the respective Bureaus. Bureaus not having a librarian should designate some employee to take charge of the records, in order that information in regard to the books belonging to the Department but deposited in the field may be readily available.

B. T. GALLOWAY.

Acting Secretary.

*United States
Department of Agriculture
Library*

*In your reply refer
to Number*

Washington, D. C., 8 January 1914.

Dr. B. T. Galloway,
Acting Secretary.

Dear Dr. Galloway:

I am in receipt of your letter of January 6th in regard to the general question of the purchase of books by Bureaus, Offices and independent Divisions. In accordance with your request I have prepared a memorandum on the subject for your consideration, which memorandum I am enclosing herewith.

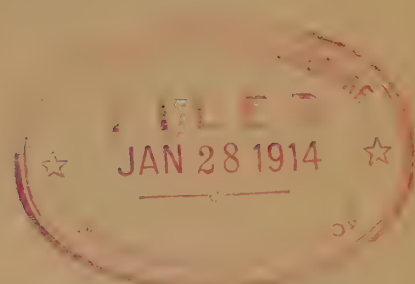
I feel that it means a great deal in the administration of the Library to have your approval of the general policy of restricting the purchase of books and periodicals to the Library appropriation.

Respectfully,

C. R. Barnett

Librarian.

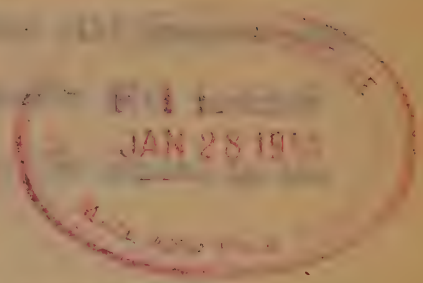
CRB/EES
Enclosure-1



Waterman

January 6, 1914.

MEMORANDUM FOR MISS BARNETT



Dear Miss Barnett:

I read your memorandum of January 5 regarding the purchase of books by the Office of Markets. In general, I am opposed to the purchase of books by bureaus, offices and independent divisions unless there are some very special reasons for such purchases. You will recall that eight or ten years ago, before we had our library work well systematized, it was a common practise to purchase books out of the funds of nearly all the branches of the Department. The Committee on Agriculture in the House, took this matter under consideration, and decided that the purchase of books should be specifically taken care of in the Library funds. My view is that there should be no purchases of books by the bureaus, or divisions, unless such books are for definite field stations. The statement to the effect that the books are for field use is not sufficient. It should be shown definitely that the books are to be assigned to permanent stations where men are located permanently, and where, for obvious reasons, it is not practicable for them to refer to books of the Library in the Department. I think some judgment must be exercised even in such cases, for if field stations are located in conjunction with Experiment Stations, or Colleges, it is reasonable to suppose that their books can be used. The whole matter is one, I think, which calls for a definite statement of policy on the part of the Department, and I think you understand the policy

of the Department sufficiently well to prepare for my signature a memorandum stating further what the purchases should be. If you will prepare such a memorandum, I will be very glad to consider it, and confer with you for any changes, if changes are necessary. I am holding all the papers in the present case until the memorandum is prepared.

Very truly yours,

B. T. GALLOWAY.

Acting Secretary.

...the ...
...the ...
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Presented until the manuscript is prepared.

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United States
Department of Agriculture
Library

In your reply refer
to Number

Washington, D. C., 5 January 1914.

Dr. B. T. Galloway,
Assistant Secretary.

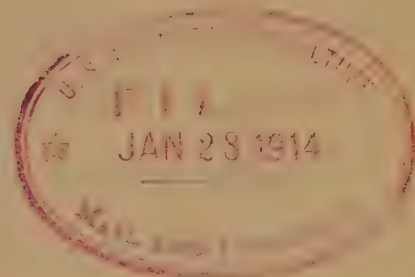
Dear Dr. Galloway:

I am enclosing herewith the correspondence from Mr. Brand, Chief of the Office of Markets, addressed to the Solicitor of the Department, and the letters addressed to the Comptroller of the Treasury prepared by the Solicitor, in regard to the purchase of books and periodicals by the Office of Markets. I thank you for allowing me to go over the correspondence and for the opportunity of making a statement in regard to the matter, since the question involved is one which vitally affects the administration of the Library.

Before taking up the question in general, I wish to consider in detail what I understand from Mr. Brand's letter to be the particular reasons why he wishes to be able to purchase books from the appropriation for the Office of Markets.

FIRST: The need of the Office of Markets for publications and periodicals, many for use exclusively in the field and many more for use partly in Washington but chiefly in the field, constitutes an unusual and peculiar demand, essentially different from that of other department bureaus and offices.

The fact that most of the investigational work of the Office of Markets will be conducted on a field basis by men



whose technical headquarters will be in Washington but whose investigational work will be conducted chiefly, if not altogether, at other points in the United States, does make a somewhat different situation as regards the purchase of books for the needs of this Office from what exists in the purchase of books for other Bureaus and Offices of the Department, since Mr. Brand believes that so large a proportion of the material purchased for his Office will be needed a large part of the time in the field. In the case of other Bureaus and Divisions of the Department having permanent field stations, books needed for use in the field can be very definitely separated from the books needed for use in Washington. Books for use in Washington are purchased by the Library of the Department from its funds, while the Bureaus purchase from their Bureau funds the books filed in the permanent field stations. In the case of the Office of Markets, however, as pointed out by Mr. Brand, there are no permanent field stations and books needed by his Office will be used partly in Washington and partly in the field. It is, of course, a question for the Comptroller of the Treasury to decide whether or not under these circumstances it is possible for the Office of Markets legally to purchase books, but aside from the question of legality, I wish to explain that I believe it possible for the Library to meet the peculiar needs of the Office of Markets and I believe it most desirable and important that all books and periodicals for use, even if only for a part of the time, in Washington be purchased by the Library of the Department. I have also thought that for many reasons it would be desirable for the Library to purchase all books for the use of the

Department in and out of Washington but this is another question and it will probably be better not to take it up here.

If the work of the Office of Markets makes it necessary for the Office to receive certain periodicals pertaining to special phases of marketing and giving information concerning data, statistics, prices, supply and demand, markets for special products, etc., as soon as issued, it will be possible for the Library to purchase these periodicals but to have them addressed direct to the Office of Markets. This has been done in the case of certain periodicals purchased for the Bureau of Statistics which it was important that they receive without any delay. As regards the purchase of books for the Office of Markets, I wish to explain that the present purchasing and accounting system of the Library which went into effect on the 1st of July, makes it possible for the Library to purchase books and periodicals with the least possible delay. Therefore, in the case of books and periodicals needed in haste by the Office of Markets, the Library would make every effort to obtain them promptly, if the need for haste were indicated when making the request.

I believe authority for the purchase of books has not infrequently been included in Letters of Authorization given to scientists, enabling them to purchase while traveling, books needed in connection with the investigations in hand. The needs of the Office of Markets in this respect do not differ, therefore, from those which have come up before in other Bureaus, although the needs of the Office of Markets in this line are probably greater. The need for authority of this kind is apparent and should without

question be met. As I understand it, therefore, this need of the Office of Markets can be met by including in the Letters of Authorization for traveling expenses authority for the purchase of such books and periodicals as are needed immediately. I believe, however, that it is most desirable and important that all such purchases of books and periodicals be reported to the librarian of the Office of Markets, who could in turn report them to the Department Library, and that these publications be considered the property of the Department Library when returned to Washington. The fact that they are the property of the Library, however, should not be taken to mean that the use of them by the Office of Markets would be curtailed.

SECOND: Such of this material as is for use part of the time in Washington must be available for use in the field at short notice, and this is not permitted with material bought from the Department Book Fund disbursed by the Department Library, except by special permission.

Mr. Brand is correct in stating that it is the rule of the Department Library that books cannot be taken into the field except by special permission. This rule has in the past seemed not only desirable but necessary. There is, however, no reason why the peculiar needs of the Office of Markets in this respect cannot be met by the Library. A librarian of the Office of Markets has recently been appointed who has had long experience in library work both in the main Library and in one of the Division libraries. She is familiar with the regulations and needs of the main Library and also, of course, is becoming familiar with the needs of the Office of Markets. In order, therefore, not to interfere with the peculiar needs of the Office of Markets for taking into the field at short notice books connected with their investigations, I would be willing to delegate to the librarian of the Office of Markets authority to

allow books to be taken into the field without first consulting the main Library, if the circumstances of the case demanded it. In all cases where the special need for such haste did not exist, it would, however, be better for the librarian of the Office first to obtain the permission of the main Library, since it is most desirable that information in regard to the location of the books be obtainable at the main Library. Such books as it is necessary for the Office of Markets to have constantly at hand could be duplicated by the main Library for filing in the Office of Markets, in order to insure their immediate availability for that Office. In the case of duplicate copies of books, the difficulty in allowing them to be taken from the city is very greatly decreased.

THIRD: Any equitable apportionment of the Department Book Fund would be entirely inadequate for our needs.

In order better to answer this point, it is perhaps best to explain the Library's procedure in the purchase of books and periodicals. Books and periodicals purchased fall into the following four divisions:

1. Reference books, administrative, scientific and technical, including such books as directories, atlases, dictionaries, handbooks, etc.
2. Current scientific and technical books.
3. Current scientific, technical and administrative periodicals.
4. Old books and periodicals.

In the expenditure of the funds for the purchase of books the first three divisions take precedence and the funds of the Library during the past few years have been sufficient to meet at least approximately these needs. Whatever has been left over after purchasing the new books and periodicals has been used for the pur-

chase of old books and periodicals to build up the collections. It is believed, therefore, that the Library will be able to meet, from the present appropriation, the needs of the Office of Markets for new books and current periodicals, as the needs in this line will of course take precedence over the purchase of old books and periodicals. I believe, however, that in view of the needs of the Office of Markets for books and periodicals and the increasing needs of other Bureaus of the Department for books and periodicals, the appropriation for the Library for the next fiscal year should be very considerably increased if possible. I believe it is not too late to do this, since the appropriation bill for the Department is still under consideration. A letter recommending an increase in the appropriation for the Library for the next fiscal year will be sent to you within a few days.

As regards an equitable apportionment of the Library book funds by Bureaus, I wish to explain that it has not been the policy of the Library to make any allotment of the funds by Bureaus. The needs of the various Bureaus for books and periodicals differ widely and any allotment of the funds by Bureaus would, I believe, be unwise, uneconomical, and unfair. By making such allotments there is danger that the legitimate needs of some of the Bureaus could not be met, while other Bureaus would have more than they actually needed. For example, the Bureau of Statistics, which is one of the large Bureaus of the Department, and has a large collection of books and periodicals in its library, needs a comparatively small amount for the purchase of books and periodicals for its special use, since so large a proportion of the books and periodicals used by the Bureau in its investigations are official government and state publications which are

obtained without cost. The Bureau of Plant Industry, on the other hand, needs a large number of botanical books, and these books, with very few exceptions, must be purchased. Furthermore, the older botanical books are often very expensive. In the case of the Office of Markets, however, the needs will probably be for new books and current periodicals, which will be comparatively inexpensive.

I am enclosing herewith a statement showing approximately the amount spent by the Library from the appropriation for the fiscal year 1913 for books requested by the various Bureaus. It should be understood, however, that the Library purchases on its own initiative many books which are filed in the Bureaus and Divisions, though not originally requested by them. Therefore, the enclosed statement of the amount spent for books actually requested by the Bureaus does not give any satisfactory idea of the needs of the various Bureaus for books. Furthermore, the statement does not include the amount spent for periodicals. Most of the periodicals are used by more than one Bureau and it is therefore difficult to make any division of the expenditures for periodicals by Bureaus.

FOURTH: The material which we desire to purchase from the appropriation for the Office of Markets will be used in the field as much or more than it will be used in Washington, and it is my understanding that the legality and advisability of subscribing to periodicals and purchasing publications for field use have been thoroughly established.

The points involved in this paragraph are so closely connected with those involved in the first paragraph that they may be considered as already answered. I wish to add, however, in regard to the subscription to periodicals for field use, that

it would be impossible to have the periodicals addressed to points in the field if there are no permanent field stations of the Office of Markets. As stated above, periodicals needed in haste by the Office of Markets could be addressed direct to the Office of Markets, although paid for from the funds of the Department Library.

In conclusion, I wish to point out how vitally this question of the purchase of books and periodicals by the Bureaus and Divisions of the Department from their funds affects the administration of the Library. By confining the purchase of books and periodicals to the Library, it has been possible for the Library to have an approximately complete record of the resources of the Department in the line of books and periodicals. The record cannot be said to be absolutely complete since some of the Bureaus of the Department receive direct by gift publications of which the Library has no information. The Department regulation which provides that all publications sent to the Department in exchange should be considered the property of the Library has, however, done much to make the Library's records of the resources of the Department more complete. By the cooperation of the librarians of the various Bureaus, information is sent to the main Library in regard to most of the publications which are received direct by the Bureaus as gifts. The Library is therefore gradually completing its records of such gifts. If, however, the Bureaus were allowed to purchase books from their funds, I believe it would be absolutely impossible for

the Library to have any complete record of the Department's resources. Furthermore, I believe that the present plan is more economical, husbunds the resources of the Department, and that the growing needs of the Bureaus for books and periodicals could be better met by increasing the Library appropriation than by allowing the Bureaus and Divisions to purchase books from their funds. If authority is granted to the Office of Markets for the purchase of books to be used partly in Washington and partly in the field, other Bureaus will probably demand the same privilege, and there is grave danger that this privilege will be abused as time goes on. Our experience in the administration of the Library leads me to believe firmly in the desirability of a centralized library administration for the Department. With such a centralized, unified administration, it is possible to consolidate the collections when needed, and to segregate them when necessary, with little change of records and comparatively little trouble or confusion. If the present practice of confining the purchase of books and periodicals to the main Library and of regarding exchanges sent to the Department as the property of the Department Library is changed, it will, I fear, mean the breaking up of the centralized library administration of the Department. It seems to me this would be especially unfortunate, in view of the present plans for changing the Bureau organization of the Department. As far as the needs of the Office of Markets are concerned, I wish to say that the Library will do all in its power to meet these needs and will welcome any suggestions for improving the Library service for that Office.

CRB/EES

Respectfully,

C. R. Barnett
Librarian.

Approximate amounts spent on the fiscal year 1915 for books* specially
requested by Bureaus, Divisions & Offices.

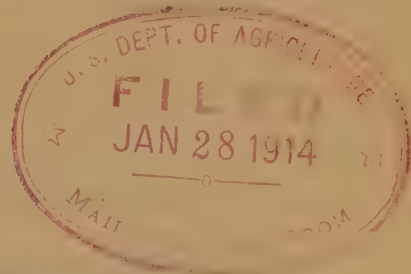
Bureau of Animal Industry.....	\$300.00
Bureau of Biological Survey.....	50.00
Bureau of Chemistry.....	375.00
Bureau of Entomology.....	325.00
Forest Service.....	110.00
Bureau of Plant Industry.....	825.00
Bureau of Soils.....	75.00
Bureau of Statistics.....	25.00
Weather Bureau.....	850.00
Division of Accounts.....	75.00
Division of Publications.....	10.00
Supply Division.....	3.00
Office of Experiment Stations.....	100.00
Office of Public Roads.....	275.00
Office of Secretary.....	10.00
Office of Assistant Secretary.....	15.00
Office of Solicitor.....	450.00
Total.....	\$3873.00

* Please note that the above amounts do not include the
amounts spent for periodicals.

United States
Department of Agriculture
Library

In your reply refer
to Number

Washington, D. C., 26 January 1914.



Memorandum for Mr. Harrison:

I am enclosing herewith a copy of the regulations in regard to the purchase of books for field use in which I have incorporated the suggestions made by Prof. Taylor.

In looking over the correspondence in regard to the matter, which correspondence I am returning herewith, I infer that the tentative memorandum was referred for comment only to Dr. True, Dr. Howard and Prof. Taylor. It has occurred to me that it might be well to refer the tentative memorandum also to Chiefs of other Bureaus, especially to Dr. Alsberg, Dr. Melvin and Mr. Graves, since their Bureaus spend very considerable sums for books for field use.

C. R. Tarnett
Librarian.

CRB/EES
Enclosure

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Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 28, 1914.

MEMORANDUM NO. 60.

Subvouchers must be secured for Laundry Charges.

Under date of January 17, 1914, the Auditor for the State and Other Departments called attention to Section (c) of Paragraph 9 of the Fiscal Regulations of this Department, which contains a provision that subvouchers for laundry must be obtained when practicable. He states that the reservation "when practicable" presumably contemplates such cases as those where the washing is done by Chinese laundrymen, who do not ordinarily give receipts, or the occasional cases where for other reasons written acknowledgment of payment cannot be obtained. He states further that under present custom practically no receipts appear in support of the numerous laundry charges in the accounts paid by the Disbursing Clerk of this Department.

It is possible that officers and employees have in many instances come to look upon the laundry expense merely as a fixed additional travel allowance of 20 cents a day or \$1.25 a week, while the privilege carried by the regulations is a privilege to claim reimbursement only for amounts actually expended, and in future receipts will be required in support of all laundry charges, or a written statement must be made showing the impracticability of obtaining receipts.

W. G. Gentry
Acting Secretary.

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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

Please return to
the Secretary's File Room

WASHINGTON

January 28, 1914.

MEMORANDUM NO. 64.

Amending paragraph 15 of the Fiscal Regulations
in regard to per diem in lieu of subsistence expenses.

-----O-----

Paragraph 15 of the Fiscal Regulations is hereby amended as follows, effective March 1, 1914:

By striking out all of sub-paragraphs (1), (3) and (4) and substituting therefor:

(1) In computing the per diem allowance for fractional parts of a day, the day will be considered as consisting of four equal parts, corresponding to breakfast, dinner, supper, and lodging, and for each such fractional part of the day for which expenses are incurred, one-fourth of the per diem allowance will be granted. In traveling by railroad or ship, when the expense for berth in sleeping car or stateroom is paid by the Government, the per diem allowance will not be reduced by reason thereof.

(3) Letters of authorization may designate certain cities in which unusually high hotel rates prevail, and provide that the per diem rate specified in the letters of authorization shall be increased one dollar per day in each of the cities. In computing the per diem allowance at the higher rate in these cities, the day will be considered as consisting of four equal parts, corresponding to breakfast, dinner, supper and lodging, and for each such fractional part of the day for which expenses are incurred in these cities, one-fourth of the per diem allowance at the higher rate will be granted.

(4) For days on which an officer or employee is in a camp or other place where meals are furnished by the Government, or on a ship on which the transportation charge includes meals, he may, under authority from the chief of his Bureau, be allowed actual expenses incurred on such days or a fractional per diem for those parts of the day during which he was placed at personal expense for meals or lodging.

M. G. Green

Acting Secretary.

App. 2/1/14

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



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Please return to
the Secretary's File Room

January 28, 1914.

Shipment of Household Goods and Live Stock owned by Employees
transferred from one Station to Another.

General Order No. 145, dated April 25, 1911, as amended by General Order No. 145-A, dated June 1, 1911, is hereby further amended so as to provide that saddle and other animals, not exceeding three head, when used in official work and owned by employees of the Department transferred from one official station to another for permanent duty, may, in addition to 3,500 pounds of household effects and other personal property, be transported at Government expense. The order as amended will read as follows:

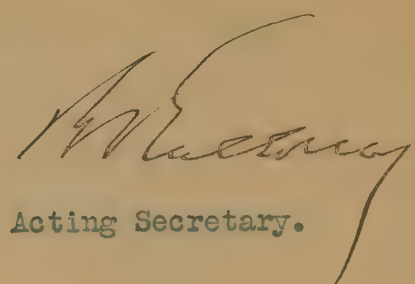
"An officer or employee of the Department of Agriculture transferred from one official station to another for permanent duty, in addition to actual traveling expenses provided for in the Fiscal Regulations of the Department, may hereafter, within the discretion and under written instructions of the chief of the bureau, service, or independent division or office in which the officer or employee serves, be allowed freight and drayage charges for the transfer of his household effects, and of other personal property used by such officer or employee when transferred, in official work, not exceeding in all 3,500 pounds in addition to the weight of live stock: Provided, That saddle and other animals will be transported at Government expense only when used in official work and that the number will in no case exceed three head.

"The Forester may authorize the District Foresters to issue written instructions under which transferred employees

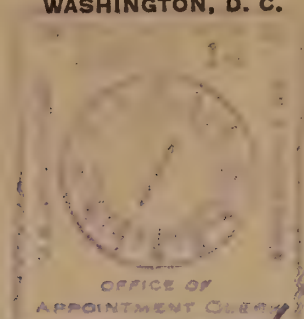
may be allowed freight and drayage charges for the transportation of their household effects and other personal property with the same effect as if the instructions had been issued in person by the Forester.

"Shipments under the provisions of the foregoing paragraphs must be made on Departmental bills of lading, and each account must be accompanied by the letter of instructions, and the certificate of the officer best qualified to make it that the property so shipped consists of the household goods of the officer or employee transferred and is exclusively his property, that all other personal property transferred is to be used in official work, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. (Agricultural Appropriation Act, March 4, 1911; Public No. 478.)"

This memorandum supersedes all previous orders issued on this subject.


Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



MEMORANDUM NO. 66.

FILED
★ OCT 16 1936 W
Please return to
The Secretary's File Room
January 29, 1914.

Appointment of Member of Board of Survey.

Mr. Raymond Augusterfer, Acting Chief Engineer, is hereby designated a member of the Board of Survey of the Department of Agriculture appointed by circular letter of July 10, 1912, vice Mr. Lewis Jones, resigned.

The full board is as follows:

A. A. Ormsby, Office of the Chief Clerk, Chairman.

Raymond Augusterfer, Acting Chief Engineer.

F. E. Meloy, Property Clerk, Bureau of Plant Industry.

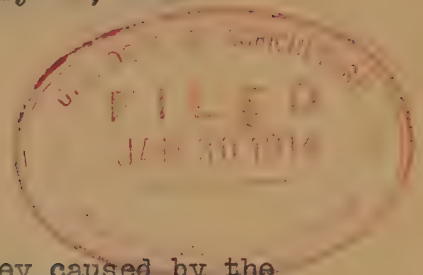
F. B. Linton, ^{Supervising} Chief Clerk, Bureau of Chemistry.

Acting Secretary.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

January 28, 1914.

MEMORANDUM FOR ASSISTANT SECRETARY.



To fill the vacancy on the Board of Survey caused by the resignation of Lewis Jones, formerly Chief Engineer, I recommend the appointment of Raymond Augusterfer, at present Acting Chief Engineer.


Chief Clerk.

Approved:


Acting Secretary.

M-R

MEMORANDUM FOR ASSISTANT SECRETARY

January 28, 1914.

January 28, 1914.

MEMORANDUM FOR ASSISTANT SECRETARY

January 28, 1914.

MEMORANDUM FOR ASSISTANT SECRETARY.

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Chief Clerk.

Approved:

Acting Secretary.

M-R

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

CIRCULAR LETTER.

JULY 10, 1912.

BOARD OF SURVEY.

The following employees of the Department of Agriculture are designated as members of the Board of Survey:

A. A. Ormsby, Office of the Chief Clerk, Chairman.
Lewis Jones, Chief Engineer.
~~E.~~ E. Meloy, Property Clerk, B. P. I.
E. A. Bennett, Property Clerk, B. A. I.

The Board is hereby charged with the duty of inspecting such property of this Department in the City of Washington as shall be reported to it by the Chief Clerk of the Department during the fiscal year ending June 30, 1913, as having been worn out or unserviceable, or of no practical use to the Department or to a particular Bureau thereof.

The Board will carefully review and examine all property turned in by the different Bureaus, Divisions and Offices, all of which shall be subject to its inspection; and it will recommend such disposition of the same by sale, reissue, or destruction as will, in its judgment, best subserve the public interests.

It shall be the duty of the Board of Survey to see to the destruction of all property which by its action is condemned or ordered destroyed.

At least three members of the Board shall actually inspect and make recommendations as to all such property.

Attest:



Chief Clerk of Department.



Secretary.

DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY

December 27 1912

CIRCULAR LETTER:

BOARD OF SURVEY.

Supplementing Circular Letter of July 10, 1912,
Mr. E. A. Bennett, Secretary, Department of Agriculture,
hereby designated a member of the Board of Survey of the Department of Agriculture, vice Mr. E. A. Bennett, resigned.

James Wilson
Secretary

Attest:

C. C. CLARK,

Chief Clerk of Department

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 29, 1914.

MEMORANDUM NO. 66.

Appointment of Member of Board of Survey.

Mr. Raymond Augusterfer, Acting Chief Engineer, is hereby designated a member of the Board of Survey of the Department of Agriculture appointed by circular letter of July 10, 1912, vice Mr. Lewis Jones, resigned.

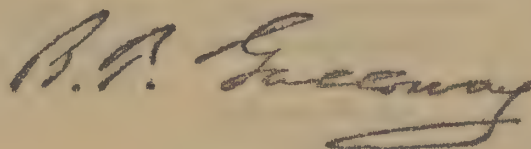
The full board is as follows:

A. A. Ormsby, Office of the Chief Clerk, Chairman.

Raymond Augusterfer, Acting Chief Engineer.

F. E. Meloy, Property Clerk, Bureau of Plant Industry.

F. B. Linton, Supervising Clerk, Bureau of Chemistry.



Acting Secretary.

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Please return to
the Secretary's Office

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 27, 1914.



MEMORANDUM NO. 67.

Regarding insertion of catalogue page numbers on
purchase orders and vouchers.

The following letter has been received from the Auditor for
the State and other Departments:

"January 3, 1914.

The Honorable,
The Secretary of Agriculture.

Sir:

The vouchers carrying purchases under the General Supply Schedule often contain items bought under catalogue, the catalogues being incorporated in the general supply contract.

In the examination of these vouchers in this office, the location of these catalogue items is often a matter of laborious research, and even in the easier cases some time is necessarily consumed in referring to the page which carries the article. It has been found necessary in some instances practically to read through an entire catalogue to place the item desired.

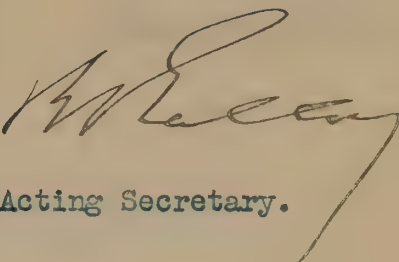
The purchasing officers in writing up their orders must necessarily have referred to the particular page in the catalogue which carries items to be purchased thereunder. It should thus be a matter of but slight additional labor to note the page number for inclusion in the voucher.

I shall be very glad, therefore, if you will direct the officers concerned in the preparation of vouchers to insert catalogue page in all cases where items are purchased under the catalogues incorporated in the general supply contract.

Respectfully,
(Signed) E. D. Hearne, Auditor."

This request is understood to mean that the page of a catalogue is to be entered on the voucher only when the purchasing officer has been obliged to consult a catalogue in determining the price and not to require the insertion of the page number for purchases made from the General Supply Committee's schedule when the price

is shown therein. Bureau accounting officers will comply with the request of the Auditor and insert on their purchase order and on the voucher the number of the catalogue page in every case when consultation of a catalogue has been necessary in establishing the price.



Acting Secretary.

Approved

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



FILED
★ OCT 16 1936 W
Please
Secretary, Department of Agriculture

January 31, 1914.

MEMORANDUM NO. 68.

Department Advisory Committee on Projects.

The following are hereby appointed a Department Advisory
Committee on Projects:

W. A. Taylor, Chairman
Milton Whitney
J. R. Mohler
E. W. Allen

E. H. Bradley, Secretary.

It will be the duty of this committee to study the projects of the Department as a whole; to consider especially such projects as may require administrative review in matters pertaining to Department policy, bureau relationships, duplication of work, etc.; and to advise the Secretary in matters having to do with the correlation of work and necessary adjustments of project relationships.

E. H. Bradley
Acting Secretary.

Copies sent to Chiefs of Federal Horticultural Board, Animal Industry, Plant Industry, Statistics, Biological Survey, Chemistry, Entomology, Markets, Weather Bureau, Experiment Stations, Soils, Public Roads, Forest Service, Accounts, Publications and Library; also to Messrs. E. H. Bradley, E. W. Allen, J. R. Mohler, W. B. Greeley, Kellerman.

File



January 31, 1914.

MEMORANDUM NO. 68.

Department Advisory Committee on Projects.

The following are hereby appointed a Department Advisory Committee on Projects:

W. A. Taylor, Chairman
Milton Whitney
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It will be the duty of this committee to study the projects of the Department as a whole; to consider especially such projects as may require administrative review in matters pertaining to Department policy, bureau relationships, duplication of work, etc.; and to advise the secretary in matters having to do with the correlation of work and necessary adjustments of project relationships.

(Memorandum No. 68.)
(Letter from True, 12-17-13.)
(Letter from Secretary in reply, 12-26-13)

H. D. Guller

Acting Secretary.



LIBRARY OF THE

UNIVERSITY OF MICHIGAN

ANN ARBOR, MICHIGAN

RECEIVED

1911

LIBRARY OF THE
UNIVERSITY OF MICHIGAN
ANN ARBOR, MICHIGAN

1911

THE UNIVERSITY OF MICHIGAN LIBRARY
ANN ARBOR, MICHIGAN
RECEIVED
1911

LIBRARY OF THE
UNIVERSITY OF MICHIGAN
ANN ARBOR, MICHIGAN

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

★ OCT 16 1935 W

Please return to
the Secretary's File Room

February 9, 1914.

MEMORANDUM NO. 69.

Additional Member of Department Advisory Committee on Projects.

Mr. A. L. Quaintance, of the Bureau of Entomology, is hereby designated an additional member of the Department Advisory Committee on Projects appointed by Memorandum No. 68, dated January 31, 1914.

The full committee is as follows:

W. A. Taylor, Chairman.
Milton Whitney.
J. R. Mohler.
E. W. Allen.
A. L. Quaintance.
E. H. Bradley, Secretary.

[Signature]
Acting Secretary.

Approved

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 10, 1914.

MEMORANDUM NO. *70.*

FILED
★ OCT 16 1936
Please return to
The Secretary's File Room

Preparation of Letters for Signature of Secretary
or Assistant Secretary.

It is requested that hereafter letterheads similar to the attached be used by the various bureaus, offices and divisions of the Department in preparing letters for the signature of the Secretary or Assistant Secretary. A supply of these embossed letterheads and second sheets can be obtained from the Supply Division of the Department on the usual requisition. The printed letterheads now on hand should be returned to the Supply Division in order that they may be used for other purposes.

There will be no change in the envelopes at the present time.

W. L. ...
Acting Secretary

W. L. ...

1911

The first of the year was a very dry one, and the crops were much injured. The weather was very hot, and the crops were much injured. The weather was very hot, and the crops were much injured.

The second of the year was a very wet one, and the crops were much injured. The weather was very cold, and the crops were much injured.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

W. H. H. H.
FILED
★ OCT 16 1936 W
Please return to
the Secretary's File Room



February 11, 1914.

MEMORANDUM NO. 71.

Explanation of Memorandum No. 62 regarding the Purchase of Books for Field use from the funds of the Bureaus, Divisions and Offices of the Department.

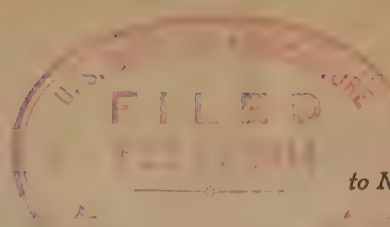
Some questions having arisen in regard to the correct interpretation of certain portions of Memorandum No. 62, issued January 26, 1914, the following explanations are made.

Regulation No. 2 on page 3 does not mean that books and periodicals purchased from the funds of the various Bureaus, Divisions and Offices for field use and now in the field should be returned to Washington for recording and stamping by the Department Library; it refers only to books and periodicals purchased from the funds of the Bureaus, Divisions and Offices, which are already in Washington or which may be returned in future because they are no longer needed in the field.

Regulation No. 3 on page 3 in regard to the annual inventory of books and periodicals purchased from the funds of the various Bureaus, Divisions and Offices does not require a valuation of the books.

W. H. H. H.
Acting Secretary.

*United States
Department of Agriculture
Library*



*In your reply refer
to Number*

Washington, D. C., 9 February 1914.

Memorandum for Dr. Galloway, Acting Secretary, in reference
to Memorandum No. 62:

Since Regulation No. 2 of Memorandum No. 62 has apparently
been misunderstood by several offices of the Department, I respect-
fully recommend that the Bureaus and Offices of the Department be
informed in regard to its correct interpretation. Would it not
perhaps be advisable to send to the various Bureaus and Offices
a memorandum in regard to the matter, somewhat like the enclosed?

C. R. Barnett

Librarian.

CRB/EES
Enclosure-

OFFICE OF THE SECRETARY

MEMORANDUM SUPPLEMENTARY TO MEMORANDUM NO. 62.

Some questions having arisen in regard to the correct interpretation of certain portions of Memorandum No. 62, attention is called to the following explanatory statements:

Regulation No. 2 on page 3 does not mean that books and periodicals purchased from the funds of the various Bureaus, Divisions and Offices for field use and now in the field should be returned to Washington for recording and stamping by the Department Library; it refers only to books and periodicals purchased from the funds of the Bureaus, Divisions and Offices, which are already in Washington or which may be returned in future because they are no longer needed in the field.

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A
7/10/14
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 12, 1914.

72
75
MEMORANDUM NO.

FILED

Appointment of Additional Member of Committee on

★ OCT 16 1936

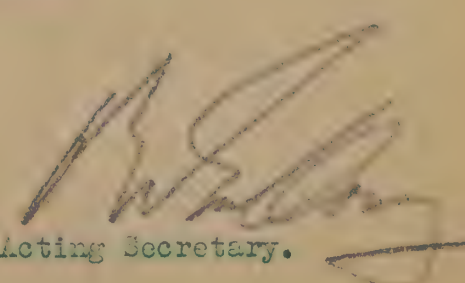
Motion Picture Activities of the Department.

Please return to
the Secretary's File Room

Mr. C. H. Hanson, of the Office of Experiment Stations, has been designated an additional member of the committee on motion picture activities, appointed by Memorandum No. 55, dated December 18, 1913, and Memorandum No. 58, dated January 5, 1914.

The full committee is as follows:

Geo. W. Wharton, Office of Information, Chairman.
C. W. Thompson, Rural Organization Service.
J. A. Evans, Farmers' Cooperative Demonstration Work.
O. H. Benson, Office of Farm Management.
A. Boettcher, Division of Publications.
J. M. Pickens, Bureau of Animal Industry.
Don Carlos Ellis, Forest Service.
C. H. Hanson, Office of Experiment Stations.


Acting Secretary.

F
★ OCT 16 1928
Please bring to
the Secretary's office

February 12, 1914.

MEMORANDUM NO. 73.

Efficiency rating of Members of Dis-
trict Militia.

The efficiency rating of such employees of the Department of Agriculture as are members of the Organized Militia of the District of Columbia will not be adversely affected by the absence of such employees upon duty or field service with their respective organizations for instruction.

A. D. Galloway.

Acting Secretary.

February 12, 1914.

MEMORANDUM NO. 13

Efficiency rating of Members of Department of Agriculture

The efficiency rating of such employees of the Department of Agriculture as are members of the Organized Militia of the District of Columbia will not be adversely affected by the absence of such employees upon duty or field service with their respective organizations for instruction.

W. E. Keeney
Acting Secretary.

App. Clerk

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

F
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Please read
the Secretary's Manual

February 12, 1914.

MEMORANDUM NO. *74*



APPOINTMENT OF BOARD OF SURVEY.

(Superseding Circular Letter of July 10, 1912)

The following employees of the Department are designated as members of the Board of Survey until further orders:

A. A. Ormsby, Office of the Chief Clerk, Chairman,
F. E. Meloy, Property Clerk, B. P. I.,
F. B. Linton, Supervising Clerk, Bureau of Chemistry,
R. Augusterfer, Chief Engineer.

The Board is hereby charged with the duty of inspecting such property of this Department in the city of Washington and vicinity as shall be reported to it by the Chief Clerk of the Department, as having been worn out or unserviceable, or of no further practical use to the Department or to a particular bureau thereof.

The Board will carefully review and examine all property turned in by the different bureaus, divisions and offices, all of which shall be subject to its inspection, and it will recommend such disposition of the same by sale, reissue or destruction as will, in its judgment, best subserve the public interests.

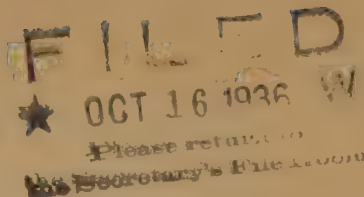
It shall be the duty of the Board of Survey to see to the destruction of all property which, by its action, is condemned or ordered destroyed, at least one member of the Board to be present when material is destroyed, who shall file a certificate that proper destruction has been effected.

Three members of the Board shall constitute a quorum.

W. H. H. H.
Acting Secretary.

Attest:

Wm. Rees
Chief Clerk of Department.



February 18, 1914.

MEMORANDUM NO. ~~124~~ 75

Express Shipments to and from Washington, D.C.

Beginning March 1, 1914, all matters relating to express shipments to and from Washington, D.C., will be handled directly by the bureaus concerned.

The Chief of the Supply Division of the Department will, upon telephonic request by a bureau, arrange for the prompt collection of outgoing packages by the agent of the proper express company, and will render such assistance as may be necessary to insure prompt receipt by the bureaus of imperfectly addressed incoming shipments; but all records and forms will be prepared in the bureaus, who will also conduct all correspondence with the express companies relative to shipments pertaining to their bureaus.

B. G. Galloway
Acting
Assistant Secretary.

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★ OCT 16 1936 W

Please return to
the Secretary's File Room

February 26, 1914.

MEMORANDUM NO. 76.

Amendment of the Regulations Governing Leaves of Absence.

Paragraph 14 of the Regulations Governing Leaves of Absence in the Department of Agriculture is amended to read as follows:

"Only accrued leave allowed on resignation, etc.--On separation from the Department by resignation, dismissal, or transfer, employees may be allowed only accrued leave at the rate of two and one-half (2½) days for each month of service since the first of the calendar year, but more than this (within the legal limit) may be granted in exceptionally meritorious cases when the separation occurs after the first of July and the person concerned has been in the executive Civil Service for three years or more. A statement of the reasons for allowing more than accrued leave will be made a matter of record."

B. T. GALLOWAY.

Acting Secretary.

1944

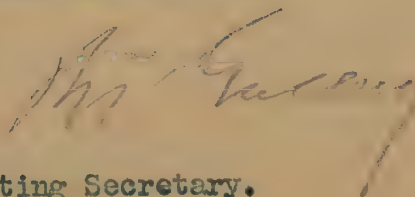
B. T. GALLOWAY

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Please return to
the Secretary of the House

MEMORANDUM NO. 27.

Annual Statement of Expenditures to Congress.

The Committee on Expenditures in the Department of Agriculture, of the House of Representatives, having by resolution dated February 17, 1914, authorized the Department of Agriculture to discontinue furnishing to the Committee annually typewritten copies of a statement of expenditures in the form known as the "Littlefield Report," the keeping of financial records in the various bureaus and offices of the Department for the special purpose of preparing this report will no longer be required. The form of financial statement prescribed in Paragraph 6 of Memorandum No. 25 will hereafter constitute the "Annual Statement of Expenditures in the Department of Agriculture," which is required by law to be furnished to Congress, and the bureaus and independent offices of the Department will keep such financial records as are necessary to furnish an annual statement of their expenditures at the close of the fiscal year in the manner prescribed.


Acting Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 9, 1914.

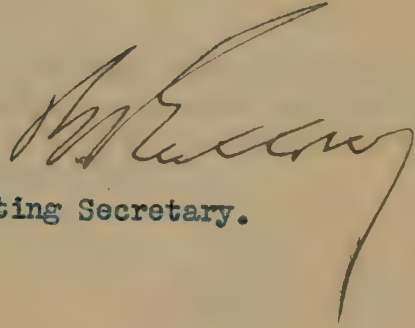
MEMORANDUM NO. 78.

Advisory Committee on Finance and Business Methods.

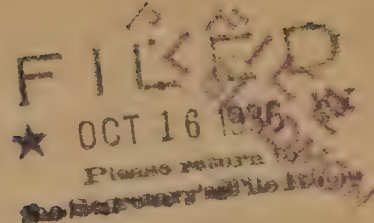
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Please return to
the Secretary's Office

The title of the Committee appointed by Memorandum No. 50, dated November 1, 1913, and Memorandum No. 60, dated January 16, 1914, is hereby changed to "Advisory Committee on Finance and Business Methods." There will be no change in the personnel of the Committee as set forth in the memoranda referred to.

In addition to the duties outlined in Memorandum No. 50, the Committee will hereafter consider questions relating to business methods and procedure which may arise from time to time or which may be referred to it by the Secretary or Assistant Secretary.


Acting Secretary.

Memo no. 79



March 11, 1914.

MEMORANDUM NO. *79-C*

Concerning Complaints Received Relative to Indebtedness of Employees

Hereafter the Department of Agriculture will take no cognizance of a debt complaint against an employee, so far as the complainant is concerned, beyond acknowledging the receipt of his communication. Persons claiming to be creditors or collectors of debts or claims will be denied access to employees for the purpose of presenting or collecting claims during the hours set apart for the transaction of public business or while the employees concerned are on duty. But, although the Department will not permit itself to be used as a collection agency, it will not consider as a fit employee anyone who contracts a just debt and then without sufficient excuse neglects to make payment. Therefore, upon receipt of a complaint of non-payment of debt it will be referred to the proper chief of bureau or office for a report in writing from the employee concerned, which, together with a summary of the conclusions reached by the Department in the matter, will be made a part of the official record in his case and considered by the Committee on Efficiency and Promotions in making up the efficiency register.

Charges may be preferred against an employee who contracts a just debt and then without sufficient or reasonable excuse neglects or avoids payment thereof, directing him to show cause why he should not be dismissed from the service of the Department.

R. E. Ewing

Acting Secretary.



U. S. DEPT. OF AGR.

RECEIVED

U. S. DEPT. OF AGR. MAR 12 1914

1914

TO THE SECRETARY OF AGRICULTURE
WASHINGTON, D. C.
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Please return to the Secretary's Office

March 13, 1914.

MEMORANDUM NO. 80.

Paper Stock for Printing and Binding.

The Public Printer has advised the Department that under an opinion of the Attorney General, rendered December 30, 1913, no public printing and binding can hereafter be done on paper stock furnished by the Department of Agriculture. The decision is to the effect that the provisions of the Act of January 12, 1895 (28 Stat. L., 601-624), relative to the purchase of paper and the standard quality thereof, are applicable in all respects to work furnished by the Public Printer on requisitions for the ordinary use of an executive department and chargeable to the department's allotment of the appropriation for public printing and binding. This does not apply to printing and binding which the Public Printer is not required under the above mentioned act to execute, but which he voluntarily undertakes in competition with other bidders, such as work for a Bureau which has been designated by the Comptroller as a field service for which bids may be invited by the Department.

The only exceptions to the decision are pads (the stock for which may or may not be furnished by the Bureaus), and envelopes and tags, which the Public Printer cannot furnish.

B. T. Gentry
Acting Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 21, 1914. Please return to
the Secretary's File Room.

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MEMORANDUM

No. 81

*Replaces copies of manuscripts submitted
to Office of Information.*

~~To Chiefs of Bureaus and Independent Offices:~~

The work of the Office of Information will be greatly facilitated and much needless typewriting avoided if members of the several bureaus, in ^{submitting} ~~sending~~ manuscript of material for publication in the News Letter or other press use, will send an original and a carbon copy. In the event that changes are made in handwriting, the author should initial the corrections in the margin of the original and the carbon copy.

The Office of Information frequently has to send these manuscripts to the printer, and requires the carbon copy for filing in its records. In cases where material should be gotten out immediately, the need for making an additional copy in the Office of Information ^{may} ~~from time to time~~ lead to unnecessary delay.

[Signature]
Acting Secretary.

Approved

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the Secretary's File Room

March 27, 1914.

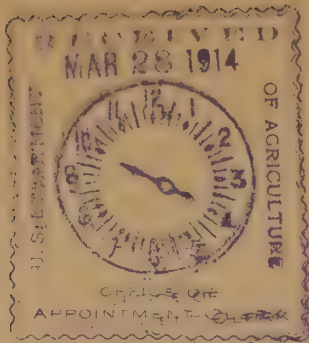
MEMORANDUM NO. 82.

The Preparation of Manuals and Handbooks.

As the Department policy regarding the character of publications to be issued does not contemplate the publication by the Department of voluminous or comprehensive manuals or handbooks or treatises relating to any phase of agricultural industry, it is suggested that in any case where the consideration of a subject would be likely to result in a manuscript of this character, the question be submitted to the Assistant Secretary for approval before the actual preparation of the manuscript is undertaken. Any subject submitted for such consideration should be accompanied by an outline of the proposed treatment, indicating its general character, its probable size, the character and number of illustrations, etc., and such other information regarding its scope and purpose as will make it possible to consider it upon its individual merit.

This course is suggested with a view to avoiding unnecessary expenditure of funds or energy in the preparation of manuscripts, and also of plates or other illustrative material, which when completed cannot be approved for publication.

B. E. Gentry
Acting Secretary.



Trans. on
Finance
App. Clerk

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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★ OCT 16 1936 W
Please return to
the Secretary's File Room

April 14, 1914.

MEMORANDUM NO. 83

Hereafter copies of all letters of authorization for travel, station and field expenses shall be forwarded monthly by the various Bureaus, independent offices, and divisions to the office of the Assistant Secretary for use in the preparation of the monthly analysis of travel and other purposes. This applies to general or specific letters of authorization issued from the Washington office and from district or field headquarters. The copies to be furnished should include every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

Copies of all such papers will also be furnished quarterly to the Disbursing Office of the Department for transmission to the Auditor for the State and Other Departments for use in the auditing of accounts.

W. E. Green
Acting Secretary.



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Please return to
the Secretary's File Room

April 15, 1914.

MEMORANDUM NO. *84*

Appointment of Member of Committee on Efficiency,
Weather Bureau.

Mr. D. T. Maring is hereby designated a member of the Committee on Efficiency, appointed by Memorandum No. 52, dated November 5, 1913, to consider the semi-annual efficiency reports and determine efficiency ratings and relative standings of clerks and employees below the grade of clerk in the Weather Bureau, vice Mr. E. B. Calvert, resigned.

H. C. Allen
Acting Secretary.

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Please return to
the Secretary's File Room

April 20, 1914.

MEMORANDUM NO. 85.

The Purchase of Motion-Picture Apparatus.

The work of the Motion Picture Committee and motion picture laboratory of the Department has not yet been carried to a point where conclusions as to the wisdom of any wide extension of the taking or use of motion pictures can be reached.

Until the experimental work of the committee has been completed and a definite policy with regard to the use of motion pictures in agricultural education formulated, the bureaus and independent offices should refrain from purchasing motion-picture cameras or other motion-picture apparatus for their individual use. In the meantime, bureaus and offices wishing to have films of their work taken should submit scenarios or projects to the Committee on Motion Pictures for consideration and action, or consult with the chairman or members of that committee (Appointed by memoranda Nos. 55, 58 and 72).

H. P. G...
Acting Secretary.



APR 21 1914

RECORDED & INDEXED

U.S. DEPARTMENT OF AGRICULTURE

OFFICE OF APPOINTMENT CLERK

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★ OCT 16 1936 W
Please return to
the Secretary's File Room

Admin. Council
214-A

April 18, 1914.

MEMORANDUM NO. 86.

Organization of Office of Inspection in the
Office of the Secretary.

In order that the Secretary of Agriculture may more efficiently "direct and superintend the expenditure of all money appropriated to the Department and render accounts thereof" as required by law (Sec. 3677, Rev. Stat.), and supervise the "conduct of its officers and clerks" (Sec. 161, Rev. Stat.), there is hereby organized in the Office of the Secretary, under the immediate direction of the Assistant Secretary, an Office of Inspection which will have general supervision of and conduct all work of the following character:

Standardize the classification of expenditures; prepare the annual statement of expenditures for Congress; prepare a monthly synopsis or analysis of the letters of authorization regarding travel and field expenses; prepare the annual travel report, as required by law; receive and check all monthly liability statements; and review the audit of selected accounts.

Receive and consider suggestions for the improvement of Departmental fiscal methods and procedure; visit the bureaus periodically for the purpose of demonstrating methods of accounting, and assisting bureau financial clerks in the proper administrative examination of accounts; interpret financial rules and regulations when so requested; promote uniformity in the financial methods of the bureaus and assist bureau financial clerks in devising modern and efficient accounting records; see that the necessary accounts are established to meet the requirements of the Comptroller of the Treas-

ury and of the annual report of expenditures; see that financial books and records are kept posted to date; secure uniformity in forms and records; and confer frequently with financial clerks on all financial matters.

Examine all financial papers before signature by the Secretary or Assistant Secretary, including requisitions for cash, bids, contracts, leases, authorizations for expenditures, abstracts, and other financial papers; prepare advertisements for bids; receive bids; record and file contracts and leases and see that an original, or certified copy, is sent to each bureau interested.

Make quarterly check and inspection of the Supply Division and an annual inspection of the property offices and records of the bureaus.

Keep up bureau index of Comptroller's decisions; and prepare copies of manuscript decisions of the Comptroller for the information and guidance of the financial clerks.

Receive and distribute correspondence addressed to the Department pertaining to accounts; receive and distribute vouchers when addressed to the Department; handle correspondence regarding transportation accounts vouchered prior to January 1, 1914; prepare and distribute combined passenger, telegraph, express, and freight accounts; advise the bureaus regarding passenger fares, freight and express rates; route bills of lading; estimate freight charges on bills of lading, when called upon by the bureaus, to enable them to set up proper liability records; and visit and confer with bureau financial clerks on transportation matters.

Keep the financial books and records and make the proper administrative examination of accounts for the Office of the Secretary, both for salary and miscellaneous expenses, including rents in the District of Columbia, and service and supplies, other than books, in the Library; and audit and report on the use of postage.

Supervise and edit copy of financial forms and books of record; prepare and distribute financial forms, and supply the bureaus with all general accounting record forms, including voucher forms.

Supervise and review all inspection matters affecting personnel, reviewing all reports from bureaus requiring disciplinary action by the Secretary, and reinvestigating such cases as may seem justified, before transmission to the Solicitor.

Investigate, through its own initiative or by reference from the Secretary or Assistant Secretary, with its own force or any part of any bureau force necessary, such personnel cases pertaining to the internal business of the Department as may seem advisable.

The Inspector in charge of the Office of Inspection may call upon any bureau chief for any part of his inspection force, or for anyone qualified, to do inspection work which may be required in any particular case.

Mr. Alex. McC. Ashley is hereby designated as Inspector in charge of the Office of Inspection, and as such will be charged with the general supervision and conduct of the work outlined in the foregoing memorandum.

This memorandum shall take effect on May 1, 1914.



Acting Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

April 16, 1914.

MEMORANDUM

After a full consideration of the need of systematizing the organization in your office pertaining to financial and personnel matters, the attached memorandum has been prepared, which organizes in the Office of the Secretary an Office of Inspection. If this memorandum meets with your approval, the following organization is proposed:

OFFICE OF INSPECTION

Mr. Alex. McC. Ashley, Inspector in charge of Office.
Mr. John W. Dykes, Stenographer.

Supervision of Financial Matters.

Mr. Walter L. Shuck, In charge.

Mr. Elmer E. Forbes	}	Transportation matters.
Mrs. M. B. Berryhill		
Mr. F. C. More		
Mr. Lawrence J. Kusters		

Mr. Peter H. Quinn	}	Examination of financial papers, preparation of Travel Report, Monthly Analysis of Travel, and matters pertaining to Comptroller's Decisions.

Mr. Theodore A. Hunter	}	Accounts pertaining to Secretary's Office, and care and distribution of accounting forms.
Mr. Wm. A. Elwood		
Mr. Louis V. Woulfe		

Personnel Section.

Mr. _____ In charge.

Mr. _____
Mr. _____ } Assistants.

Note: To be designated.

All of the above mentioned persons, with the exception of Mr. Woulfe, are engaged upon financial work and are now assigned to this office, although Messrs. Hunter and Elwood are performing their duties under the supervision of Mr. Zappone. Each appears to be working more or less independently of the other, however, and the organization suggested above will bring them together under one directing head, who will be responsible for the proper performance of the work.

The memorandum contemplates that the Personnel Section shall have general supervision and review of all inspection matters affecting personnel, reviewing all reports from the bureaus requiring disciplinary action by the Secretary, and reinvestigating such cases as may seem justified before transmission to the Solicitor. It also contemplates that this section shall investigate personnel matters on its own initiative, or by reference from the Secretary or Assistant Secretary. The memorandum provides further that the Inspector in Charge may call upon any bureau chief for any part of his inspection force or for any one competent to do inspection work which may be required in any particular case. So far as I can learn, the Forest Service and the Bureau of Animal Industry are the only two bureaus in the Department which maintain a force to investigate personnel matters.

If the organization as above outlined is approved, the greater part of Mr. Ashley's time will be occupied in connection with financial matters. This will make it advisable that we have at least one assistant,

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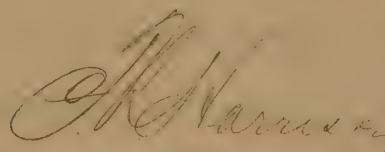
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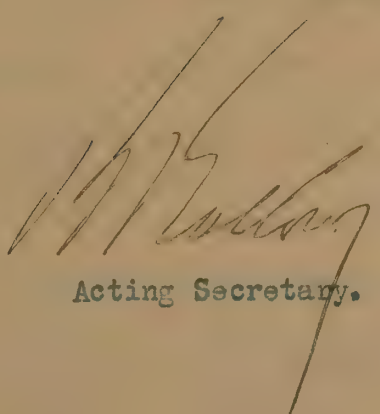
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working under his immediate direction, to take care of the personnel matters and go out on the road to investigate cases whenever necessary. The best available man for this purpose, I believe, is Mr. J. R. Williams, law clerk in the Office of the Solicitor, who has for some time past been preparing all personnel cases in that office. I presume it is your idea also to use Mr. Shearman whenever necessary in matters of this kind. I think, however, that the inspection work will sooner or later require the services of at least three men continuously, in addition to Mr. Ashley. It is my opinion, though, that the present needs will be met by the assignment of Mr. Williams, or some other good man, to this work, with the occasional assistance of Mr. Shearman.

It is believed that this organization will amply provide for the proper direction and superintendence of the expenditure of all money appropriated to the Department, the rendering of accounts thereof, and the conduct of the officers and employees of the Department, as required by law.


Private Secretary.

Approved:


Acting Secretary.

the first of these is the fact that the
population of the country is increasing
at a rapid rate. This is due to a number of
causes, including a high birth rate and a
decreasing death rate.

The second cause is the fact that the
country is becoming more and more
industrialized. This is leading to a
large increase in the number of people
employed in the manufacturing and service
industries.

Appt. Clerk

FILED

★ OCT 16 1936 W

Please return to
the Secretary's File Room

April 24, 1914.

MEMORANDUM No. 87

Enforcement of the Food and Drugs Act.

1. General Order No. 111 of April 25, 1907, Section 5 of General Order No. 140 of June 9, 1910, and General Order No. 147 of October 3, 1911, are hereby revoked. Subject in all respects to the control of the Secretary of Agriculture, the following procedure is prescribed for the enforcement of the Food and Drugs Act.
2. The Chief of the Bureau of Chemistry is authorized and it shall be his duty (a) to supervise and direct the collection, examination, and analysis of samples of foods and drugs, and the investigations necessary to determine whether adulterated or misbranded foods or drugs are being shipped in interstate or foreign commerce, or manufactured or sold in the District of Columbia or the Territories; (b) whenever facts are disclosed which, in his opinion, warrant a seizure under Section 10 of the Act, to transmit to the Solicitor of the Department a record of the case, stating his findings as to adulteration or misbranding, the evidence available to support the seizure, and his recommendation; (c) to deter-

THE UNITED STATES OF AMERICA

DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

WASHINGTON, D. C. 20250

OFFICE OF THE ASSISTANT SECRETARY

FOR LAND MANAGEMENT

WASHINGTON, D. C. 20250

MEMORANDUM FOR THE RECORD

SUBJECT: [Illegible]

DATE: [Illegible]

BY: [Illegible]

FOR THE RECORD

WASHINGTON, D. C. 20250

1. [Illegible]

2. [Illegible]

3. [Illegible]

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11. [Illegible]

12. [Illegible]

13. [Illegible]

14. [Illegible]

15. [Illegible]

mine whether hearings shall be held under Section 4 of the Act and to prepare and cause to be served notices thereof; (d) to conduct or direct hearings under Section 4 of the Act; (e) after hearing of, or after opportunity for hearing has been afforded to, interested parties, to cause to be made a complete record of the facts disclosed, including a transcript, or a report, if there be no transcript, of the hearing, if any, and a statement of the particulars, if any, in which analysis or examination shows the article investigated to be adulterated or misbranded, and to transmit the record, with his recommendation as to what action should be taken, to the Solicitor of the Department; (f) to reconsider cases the records of which are returned to him by the Solicitor in compliance with paragraph 3 hereof; and (g) to cause to be filed in the Bureau of Chemistry the records of all cases in which the Solicitor concurs in his recommendations of no prosecution, and of all cases returned to him for reconsideration in which he concurs in suggestions by the Solicitor of no seizure or no prosecution.

3. The Solicitor of the Department is authorized and it shall be his duty (a) to examine all records transmitted to him pursuant to paragraph 2 hereof; (b) to return to the Bureau of Chemistry for filing the records of all cases in which he concurs in the recommendations therein that there be no prosecution, with a statement to that effect; (c) to prepare and cause to be sent to the proper officials of the Department of Justice all cases in which he concurs

1. The Commission shall have the honor to inform you that the Commission has received your letter of the 10th of June 1954, in which you requested that the Commission should consider the possibility of appointing a member to the Commission to represent the Government of the United Kingdom.

2. The Commission has considered your request and has decided to appoint a member to the Commission to represent the Government of the United Kingdom. The member appointed is Mr. [Name], who is a member of the Commission and is a member of the Government of the United Kingdom.

3. The Commission has also decided to appoint a member to the Commission to represent the Government of the United Kingdom. The member appointed is Mr. [Name], who is a member of the Commission and is a member of the Government of the United Kingdom.

4. The Commission has also decided to appoint a member to the Commission to represent the Government of the United Kingdom. The member appointed is Mr. [Name], who is a member of the Commission and is a member of the Government of the United Kingdom.

in the recommendations by the Chief of the Bureau of Chemistry of seizure or prosecution; and (d) to return to the Chief of the Bureau, for reconsideration, the records of all cases in which he does not concur in the recommendations of seizure or prosecution or no prosecution, with a statement of his reasons for the return and of his advice, if any, as to what action should be taken.

4. The Chief of the Bureau of Chemistry may send to the Solicitor, with such further recommendations or supplemental statements as he wishes to make, the records of all cases returned to and reconsidered by him, and the Solicitor shall dispose of the same in accordance with paragraph 3 as if the same had then come to him for the first time.

5. In the event of disagreement between the Chief of the Bureau and the Solicitor as to what action should be taken in any case, either, upon notice to the other, may refer the matter to the Assistant Secretary for final disposition.

6. No recommendation shall be made to discontinue any case which has been sent to the Department of Justice except upon the concurrence of the Chief of the Bureau of Chemistry and the Solicitor, or, if they disagree, upon the approval of the Assistant Secretary. In every other respect, after being sent to the Department of Justice all cases shall, so far as this Department is concerned, be subject to the direction of the Solicitor. The Solicitor, when the signature of the Secretary thereto is necessary, shall prepare, and otherwise

1. The Department of Justice shall be notified of any proposed action which may require the exercise of its powers under the Act.

2. The Department of Justice shall be notified of any proposed action which may require the exercise of its powers under the Act.

3. The Department of Justice shall be notified of any proposed action which may require the exercise of its powers under the Act.

4. The Department of Justice shall be notified of any proposed action which may require the exercise of its powers under the Act.

5. The Department of Justice shall be notified of any proposed action which may require the exercise of its powers under the Act.

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7. The Department of Justice shall be notified of any proposed action which may require the exercise of its powers under the Act.

8. The Department of Justice shall be notified of any proposed action which may require the exercise of its powers under the Act.

9. The Department of Justice shall be notified of any proposed action which may require the exercise of its powers under the Act.

10. The Department of Justice shall be notified of any proposed action which may require the exercise of its powers under the Act.

shall conduct, all correspondence relating to such cases with the Attorney General, the United States Attorneys, and interested parties or their attorneys. He shall decide all questions of law and legal procedure which may arise in connection with the cases, and shall determine other questions therein or in reference thereto, upon such advice and with such assistance of the Chief of the Bureau of Chemistry as he may require.

7. Arrangements for the attendance of necessary witnesses at trials and at conferences with officers of the Department of Justice shall be made by the Chief of the Bureau of Chemistry upon the request of the Solicitor. Arrangements for the attendance of expert witnesses shall be submitted by the Chief of the Bureau to the Assistant Secretary for approval in advance.

8. Notices of judgment shall be prepared by the Solicitor, Food inspection decisions, Service and Regulatory Announcements, and all other rulings in connection with the enforcement of the Act shall be submitted to the Solicitor for his approval before publication.

J. S. Austin

Secretary.

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Accounting procedures to accountants and not a monograph.

to encourage and to facilitate their conversion to the Christian
faith. The Government is urged to take the lead in this respect.

to conduct the test. The test is to be conducted in the following manner:

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1. Review of judgments shall be prepared by the Solicitor.

the permanent prototype has either "collected" or "collected" data.

for the Department of the Interior, Bureau of Land Management, Denver, Colorado.

-LITING varied. Average was not recorded and it fluctuated at 10.

(Musical notation)

Abstract

Approved



April 21, 1914.

MEMORANDUM NO. 87A

Fees, Appearance and Expenses of Department Employees
as Witnesses in Judicial Proceedings.

In order to secure uniformity of practice throughout the Department and to avoid possible criticism on the ground that Department employees are receiving extra compensation as witnesses in public and private litigation, the following rules will hereafter be observed:

Witness Fees Prohibited:

In no case shall any officer or employee of the Department of Agriculture claim or accept any fee or compensation, other than reimbursement of actual expenses incurred by him in travel and attendance, for appearing as a witness in any court in respect to any matter of which his knowledge is based, directly or indirectly, upon Department records or upon his personal observation, experience or service as an employee of the Department.

Permission to Testify as Witness:

Unless subpoenaed, no officer or employee of this Department shall produce any Department records or testify in respect to any matter whatsoever in any court.

Where any officer or employee of this Department is subpoenaed as a witness in any judicial proceeding he shall give prompt notice of the subpoena to the Chief of his Bureau, either by letter or telegram, stating the names of the parties litigant, the time and place at which he is directed to appear, and, in addition, unless the proceeding originated in this Department, the subject matter of the controversy and the nature of the testimony which it is expected will be required. Unless otherwise instructed by the Chief of Bureau, the officer or employee will appear and testify in compliance with the subpoena. Immediately upon return to his station following his appearance in a case not originating in this Department he shall report to the Chief of his Bureau stating the date and place of his appearance, names of the parties litigant, time spent in travel and attendance, expenses incurred, whether the same have been paid, and if so, by whom, and the nature of his testimony.

Leave of Absence:

Where an officer or employee is permitted to appear as a witness in any judicial proceeding to testify in respect to any matter of which his knowledge is based, directly or indirectly, upon Department records, or upon his personal observation, experience, or service as an employee of the Department, the time spent in travel and attendance shall not be charged to his annual leave or leave without pay; in all other cases he may be required to take leave, with or without pay, for the time absent.

Expenses of Travel and Attendance:

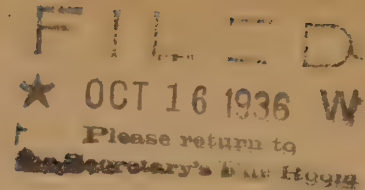
Where an officer or employee is permitted to appear as a witness

in any case in which this Department is interested his actual and necessary expenses for travel and attendance shall be reimbursed in accordance with the Fiscal Regulations from the proper appropriation of this Department; in all other cases his expense account should be presented to the Marshal or other officer of the court authorized to pay expenses of witnesses.

A handwritten signature in cursive script, appearing to read "B. Galloway", with a horizontal line underneath.

Assistant Secretary.

Appt. Clerk



May 18, 1914.

MEMORANDUM NO. 88.

Appearance, Fees, and Expenses of Department
Employees as Witnesses in Judicial
Proceedings.

In order to secure uniformity of practice throughout the Department, hereafter the following rules will be observed:

Appearance:

No employee of this Department shall produce Department records or documents or testify, except on behalf of the United States, in any judicial proceeding, in respect to any matter relating to the work of the Department or of which his knowledge is based directly or indirectly upon Department records or upon his personal observation or service in the Department, unless he is properly subpoenaed.

When properly subpoenaed in any judicial proceeding, each employee shall give prompt notice, either by letter or telegram, to the Chief of the bureau, service, independent division or office wherein he is employed, stating the names of the parties litigant, the time and place named in the subpoena and, in addition, unless the proceeding originated in the Department, the subject matter of the controversy and

the nature of the testimony which it is expected will be required. Unless otherwise instructed, the employee will appear and testify. Whenever the production of records or the giving of testimony will be contrary to the interests of the public service or will interfere substantially with the performance by the employee of his official duties, permission to testify shall be refused. In cases of doubt, upon application to him by any Chief, the Solicitor shall give prompt advice as to whether an employee is properly subpoenaed or whether, if so subpoenaed, he can be compelled to testify.

Immediately upon return to duty, following appearance in a case not originating in the Department, each employee shall report to his Chief the date and place of his appearance, names of the parties litigant, time spent in travel and attendance, expenses incurred and fees, if any, whether either has been paid, and, if so, by whom, and the nature of his testimony.

Witness Fees:

No employee of the Department who appears to produce Department records or to testify, in a judicial proceeding in which he is prohibited by this memorandum from producing records or testifying unless properly subpoenaed, shall accept any fee or compensation other than reimbursement of his travel and subsistence expenses, unless authorized to do so in advance by his Chief. No employee shall receive or be authorized to accept witness fees in any case unless he is required to take leave without pay for the time consumed in responding to the subpoena, and then only in an amount not exceeding the amount deducted

from his salary on account of such leave without pay.

Whenever an employee properly subpoenaed appears in a judicial proceeding in accordance with this memorandum, the Chief of the branch of the Department wherein he is employed shall inform him, if practicable in advance, whether he will be required to take leave, and if so, whether the same shall be with or without pay, for the time consumed in responding to the subpoena. In general, employees who appear as witnesses otherwise than in the interest of the Government of the United States shall be required to take leave. In case of doubt, upon application to him by any Chief, the Solicitor shall give prompt advice as to whether the law permits the appearance of the employee without taking leave.

Expense of Travel and Subsistence:

When any employee appears as a witness on behalf of the United States in any case originating in this Department, his expenses for travel and subsistence will be paid in accordance with the fiscal regulations.

When any employee appears as a witness on behalf of the United States in any case not originating in this Department, his account for travel and subsistence should be presented to the marshal or other officer of the court authorized to pay the expenses of witnesses.

When an employee appears in any judicial proceeding on behalf of any party other than the United States, he should arrange in advance

with the party in whose interest he appears for his travel and subsistence expenses.

A. F. Hansen,
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 3, 1911.

GENERAL ORDER NO. 147.

The vacancy on the Board of Food and Drug Inspection caused by the retirement from that Board of Mr. George P. McCabe, Solicitor of the Department, will be filled, until further orders, by Dr. Roscoe E. Doolittle, now Chief of the New York Food and Drug Inspection Laboratory, who will assume his duties as a member of the Board of Food and Drug Inspection at once. General Order No. 111, dated April 25, 1907, is hereby amended accordingly.

Recommendations for seizures under Section 10 of the Food and Drugs Act will be made by the Board of Food and Drug Inspection, and when approved by the Secretary, the papers in connection therewith will be transmitted to the Department of Justice through the Office of the Solicitor.

The employment of expert witnesses in cases arising under the Food and Drugs Act will be considered by the Board of Food and Drug Inspection and recommendations made to the Secretary. The amount of fees to be paid such witnesses will also be considered and determined by the Board of Food and Drug Inspection, subject to the approval of the Secretary.

Hereafter, and until otherwise ordered, all questions relating to citations for hearings under Section 4 of the Food and Drugs Act will be considered by the Board of Food and Drug Inspection and the determination made by a majority of that Board as to whether or not citation shall issue. After hearings are held, determination as to whether or not the case shall be sent to the Department of Justice for prosecution shall be made by a majority of the Board of Food and Drug Inspection. All cases recommended for prosecution by the Board of Food and Drug Inspection will be transmitted to the Office of the Solicitor for preparation and transmittal to the Department of Justice. General Order No. 140, dated June 9, 1910, is hereby amended accordingly.

Secretary of Agriculture.

(True Copy)

The Secretary of the Board of Food and Drug Inspection
has the honor to acknowledge the receipt of your letter
of the 10th inst. and in reply to inform you that the
same has been forwarded to the proper authorities for
their consideration.

Very respectfully,
Secretary of the Board of Food and Drug Inspection.

The Board of Food and Drug Inspection has the honor
to acknowledge the receipt of your letter of the 10th
inst. and in reply to inform you that the same has
been forwarded to the proper authorities for their
consideration.

Very respectfully,
Secretary of the Board of Food and Drug Inspection.

For presentation by the Board of Food and Drug Inspection
to the Secretary of the Department of Agriculture.

DEPARTMENT OF AGRICULTURE,

OFFICE OF THE SECRETARY,

WASHINGTON, D. C.

GENERAL ORDER NO. 140.

DUTIES OF THE SOLICITOR.

The Act of Congress approved May 26, 1910, contains the following provision:

"Hereafter the legal work of the Department of Agriculture shall be performed under the supervision and direction of the Solicitor."

To carry into effect this provision of law it is hereby ordered that the legal work of the various bureaus, offices, and divisions of this Department shall hereafter be conducted as follows:

1. WEATHER BUREAU.—The legal work of the Weather Bureau, including all matters on which legal advice is necessary, shall be referred to the Solicitor. Telephone and telegraph contracts, leases, and renewals of leases, contracts for the erection of buildings, and all other legal agreements will be prepared by the Solicitor upon request from the Chief of the Weather Bureau.
2. BUREAU OF ANIMAL INDUSTRY.—The legal work of the Bureau of Animal Industry, including the drafting of agreements and all other matters on which legal advice is necessary, shall be referred to the Solicitor. All alleged violations of the animal quarantine laws, the meat-inspection law, and the twenty-eight hour law will be referred to the Solicitor to determine the action to be taken by the Department of Agriculture. No recommendation relative to the legal side of any case arising under the quarantine laws, the meat-inspection law, or the twenty-eight hour law shall be made to any officer of the Department of Justice, nor shall communications, oral or written, be addressed to any officer of the Executive Departments regarding matters arising in connection with Acts of Congress with which this Department is concerned, except with the approval of the Solicitor, obtained in advance.
3. BUREAU OF PLANT INDUSTRY.—The legal work of the Bureau of Plant Industry, including the drafting of agreements and all other matters on which legal advice is necessary, shall be referred to the Solicitor.
4. FOREST SERVICE.—The legal work of the Forest Service shall be conducted in accordance with General Order No. 138, dated January 15, 1910, subject to the following change: On and after July 1, 1910, the positions of Law Officer, First Assistant Law Officer, and Assistant Law Officer, in Washington, will be discontinued, and the law work of the Forest Service, in Washington, will be performed under the immediate direction of the Solicitor.
5. BUREAU OF CHEMISTRY.—The legal work of the Bureau of Chemistry, including the drafting of agreements and all other matters on which legal advice is necessary, shall be referred to the Solicitor. In accordance with section 4 of the Food and Drugs Act of June 30, 1906 (34 Stats., 768), the examination of foods and drugs, in connection with the enforcement of the Act, shall be made in the Bureau of Chemistry. After such examinations, all the evidence in all cases, with such summaries to be prepared by the Bureau of Chemistry as the Solicitor shall prescribe, shall be referred to the Solicitor to determine whether a prima facie case has been made and to recommend to the Secretary whether citation to a hearing shall issue. In all cases where citations issue the Solicitor will prescribe the form and manner of issuing and the parties to whom citations shall issue. Hearings will be held by or under the supervision of the Board of Food and Drug Inspection, as heretofore. In every instance, after a hearing has been held or an opportunity for a hearing afforded, the case, including all papers in reference thereto, together with such summaries as the Bureau of Chemistry shall prepare at the direction of the Solicitor, shall be submitted to the Solicitor, for recommendation to the Secretary as to whether the case shall be reported to the Department of Justice for prosecution. The Board of Food and Drug Inspection will submit to the Solicitor, for recommendation to the Secretary, all proposed seizures to be effected under section 10 of the Food and Drugs Act.

The Board shall also submit to the Solicitor all the evidence in its possession at the time seizures are proposed, and shall report to him promptly all facts which may develop subsequently in regard thereto. The Solicitor will continue, as heretofore, to prepare the notices of judgment authorized under section 4 of the statute, and will have general supervision of the preparation of all Food Inspection Decisions issued from time to time. No recommendation relative to the legal side of any case arising under the Food and Drugs Act shall be made to any officer of the Department of Justice, nor shall communications, oral or written, be addressed to any officer of the Executive Departments regarding matters arising in connection with Acts of Congress with which this Department is concerned, except with the approval of the Solicitor, obtained in advance.

6. BUREAU OF SOILS, BUREAU OF ENTOMOLOGY, BUREAU OF BIOLOGICAL SURVEY.—The legal work of these bureaus, including the drafting of agreements and all other matters on which legal advice is necessary, shall be referred to the Solicitor.

7. DIVISION OF ACCOUNTS.—The legal work of the Division of Accounts, including all matters on which legal advice is necessary, shall be referred to the Solicitor, including the preparation of requests for the signature of the Chief of the Division of Accounts upon the Comptroller of the Treasury, for his opinion.

8. DIVISION OF PUBLICATIONS, BUREAU OF STATISTICS, LIBRARY, OFFICE OF EXPERIMENT STATIONS, and OFFICE OF PUBLIC ROADS.—The legal work of these bureaus and offices, including the drafting of agreements and all matters on which legal advice is necessary, shall be referred to the Solicitor.

Compilations of laws in which the Department is interested will be prepared under the direction of the Solicitor, when requested by a chief of bureau and ordered by the Secretary. All requests for authorization of any Department officers or employees to travel for the purpose of attending court proceedings as witnesses, or to confer with officers of the Department of Justice concerning the preparation of cases for trial, as well as accounts rendered for expenses incurred under such authorizations, shall be submitted to the Solicitor for his approval. Arrangements for the employment of necessary witnesses not connected with the Department shall also be made with his approval.

This order shall take effect July 1, 1910. It supplements General Order No. 85, dated June 17, 1905, which is continued in full force and effect.

James Wilson

Secretary of Agriculture.

JUNE 9, 1910.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JANUARY 15, 1910.

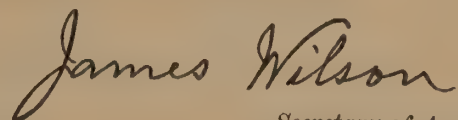
GENERAL ORDER NO. 138:

The legal work of the Forest Service will be performed under the immediate supervision and direction of the Solicitor for the Department of Agriculture.

The disbursing and accounting work of the Forest Service will be performed under the immediate supervision and direction of the Chief of the Division of Accounts and Disbursements, who is by statute the administrative officer of fiscal affairs of the Department of Agriculture. The Chief of the Division of Accounts and Disbursements may, subject to the approval of the Secretary of Agriculture, make such changes in methods of accounting and disbursing in the Forest Service as he shall deem necessary from time to time, and in all matters pertaining to accounts and disbursements the fiscal agents of the Forest Service will be governed by his instructions.

The publicity work of the Department will, in every detail, be approved by the Chief of the Bureau, Office, or Division interested, and be submitted to the Secretary of Agriculture before publication.

This order shall take effect at once, and all orders in conflict herewith are hereby revoked.


Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
WASHINGTON, D. C.

June 17, 1905.

GENERAL ORDER NO. 85.

APPOINTMENT AND DUTIES OF THE SOLICITOR.

Mr. Geo. F. McCabe has been appointed Solicitor of the Department of Agriculture, effective July 1, 1905. He will act as the legal adviser of the Secretary, and is charged with preparation and supervision of all legal papers to which the Department is a party, and of all communications to the Department of Justice, and to the various officers thereof, including United States Attorneys. He will examine and approve, in advance of issue, all orders and regulations promulgated by the Secretary under statutory authority. He will represent the Department in all legal proceedings arising under the various laws entrusted to the Department for execution. He will prosecute applications of employees of the Department for patents, under the terms of Department Circular No. 3, 1905. His duties will be performed under the immediate supervision of the Secretary.

(Signed) James Wilson,
Secretary.



FILE
P.L. GLADMON

May 18, 1914.

MEMORANDUM NO. 89. 670

Copies of Department records.

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Please return to
the Secretary's File Room

Unless the interests of the public service require otherwise, a copy of any record of the Department of Agriculture shall be furnished upon request.

If desired for use otherwise than on behalf of the United States, the copy of a record which has not been published for the information of the public shall not be furnished unless the person requesting the same state in writing the purpose for which it is to be used or unless a rule of court be obtained. Whenever there is doubt whether circumstances or conditions make it necessary for the department, in the interest of the public service, to decline to furnish the copy, upon application to him, the Solicitor shall advise the Chief of the branch of the department having custody of the record, and when there is no doubt, such Chief shall cause a correct copy to be prepared and send it to the office of the Secretary for authentication.

When a request is received for an authenticated copy of a record of the department which has been published for the informa-

tion of the public, such as a climatological, meteorological or similar record of the Weather Bureau, the Chief of the branch of the department having custody thereof shall cause a correct copy to be prepared and send it to the office of the Secretary for authentication.

Whenever application is made to any employee of the department to produce a department record in any judicial proceeding, or to testify to any fact included therein, the employee shall advise the applicant how he may obtain an authenticated copy and direct attention to Section 882 of the Revised Statutes, which is as follows:

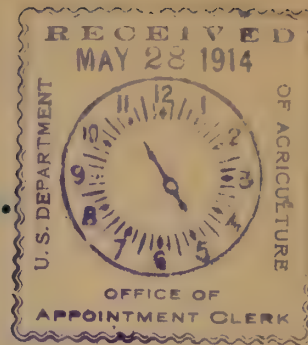
Copies of any books, records, papers, or documents in any of the Executive Departments, authenticated under the seals of such Departments, respectively, shall be admitted in evidence equally with the originals thereof.

A. S. Houston,
Secretary.

Appt Clerk

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 23, 1914.



MEMORANDUM NO. *90.*

Amendment to Memorandum No. 74 Appointing Board of Survey.

Mr. Stuart A. Postle of the Bureau of Chemistry,
and Mr. J. R. Cohran of the Bureau of Animal Industry are
hereby designated as members of the Board of Survey of the
Department of Agriculture. Mr. F. B. Linton, of the Bureau
of Chemistry, has been relieved from service on the Board,
at his own request.

The full Board is now as follows:

A. A. Ormsby, Assistant Chief Clerk of the Depart-
ment, Chairman.
Raymond Augusterfer, Chief Engineer.
F. E. Malloy, Property Clerk, Bureau of Plant
Industry.
J. R. Cohran, Assistant Chief Clerk, Bureau of
Animal Industry.
Stuart A. Postle, Property Clerk, Bureau of Chemistry.

D. S. Linton,

Acting Secretary.

Attest:

R. M. B.

Chief Clerk of Department.



Appt Clerk

May 23, 1914.

MEMORANDUM NO. 90.

Amendment to Memorandum No. 74 Appointing Board of Survey.

Mr. Stuart A. Postle, of the Bureau of Chemistry, and Mr. J. R. Cohran, of the Bureau of Animal Industry, are hereby designated as members of the Board of Survey of the Department of Agriculture. Mr. F. B. Linton, of the Bureau of Chemistry, has been relieved from service on the Board, at his own request.

The full Board is now as follows:

A. A. Ormsby, Assistant Chief Clerk of the Department, Chairman.

Raymond Augusterfer, Chief Engineer.

e F. E. Malloy, Property Clerk, Bureau of Plant Industry.

J. R. Cohran, Assistant Chief Clerk, Bureau of Animal Industry.

Stuart A. Postle, Property Clerk, Bureau of Chemistry.

S. A. Linton

Attest:

Secretary.

R. M. Reese

Chief Clerk of Department.

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the Secretary's File Room

June 5, 1914.

MEMORANDUM NO. 91.

Regarding Congressional Seed Distribution.

Hereafter the Congressional Seed will be allotted in the following manner:

All vegetable, flower, and other seed coming strictly within the Congressional distribution will, without exception, be equally allotted at the beginning of the year to the respective Senators, Representatives, and Delegates in Congress. No seed whatever will be reserved by the Department, except such as may be needed for the crop correspondents of the Bureau of Statistics and the correspondents of the Weather Bureau.

All seed for which franks are not furnished by April 15th will be equally allotted to those Senators, Representatives, and Delegates in Congress who have previously filed requests for same. The Senators, Representatives, and Delegates making application for such seed will be informed that their requests will be filed and that, at the close of the distribution, the allotments will be made as heretofore stated.

All matters connected with the purchase, allotment, and distribution of seed, both for Members of Congress and Department use, will be under the direct control of the Chief of the Bureau of Plant Industry.

W. H. Greening
Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

September 22, 1914.

MEMORANDUM NO. 91 (Revised).

Regarding Congressional Seed Distribution.

Hereafter the Congressional Seed will be allotted in the following manner:

All vegetable, flower and other seed coming strictly within the Congressional distribution will be equally allotted at the beginning of the year to the respective Senators, Representatives, and Delegates in Congress, the Department reserving only such seed as may be needed for the crop correspondents of the Bureau of Crop Estimates, the correspondents of the Weather Bureau, and for meeting such special requests made to the Department by organizations or persons of which the Department has direct knowledge, as in the opinion of the Assistant Secretary or the Chief of the Bureau of Plant Industry, should be granted.

All seed for which franks are not furnished by April 1st will at that time be equally allotted to those Senators, Representatives, and Delegates in Congress who have previously filed requests for same. The Senators, Representatives, and Delegates making application for such seed will be informed that their requests will be filed and that, at the close of the distribution, the allotments will be made as heretofore stated.

Under the general supervision of the Assistant Secretary, the Chief of the Bureau of Plant Industry will have direct charge of all matters connected with the purchase, allotment, and distribution of Congressional Seed.

A. S. Johnston,
Secretary.

OFFICE OF THE SECRETARY OF AGRICULTURE.

MEMORANDUM.

Just before leaving, Dr. Calloway issued Memorandum No. 91 placing under the Bureau of Plant Industry all matters connected with the Congressional seed distribution. The memorandum was so drastic in its terms that it would be impossible for any one to get seed from the Department except members of Congress. Mr. Taylor and the Assistant Secretary think that the memorandum should be modified. A revised draft, which is satisfactory to the Assistant Secretary and Mr. Taylor, is enclosed herewith.

W. F. Taylor

Return to Secretary's Files

June 15, 1914.

MEMORANDUM NO. 92.

MODE OF PROCEDURE IN TRANSACTION OF BUSINESS RELATING TO EXTENSION WORK.

There is hereby established a States Relations Committee, which shall have general supervision of the Department's business involving official relations with the State Agricultural Colleges and Experiment Stations. The following are appointed members of this Committee; A. C. True, Chairman; E. W. Allen, G. B. Smith, and Bradford Knapp. This committee will serve until such time as Congress shall authorize the establishment of a States Relation Service.

For the present the business relating to the State experiment stations will be conducted through the Office of Experiment Stations in the same manner as heretofore and the States Relations Committee will consider only such questions concerning the stations as involve their relations to the Extension Divisions of the Colleges.

This Committee will take under consideration matters relating to all the extension work carried on by the several Bureaus and Offices of the Department, and those connected with the administration of the Smith-Lever Extension Act. All plans for demonstration and extension work originating in any Bureau or in any State should be first submitted to the States Relations Committee, which will make recommendations regarding them to the Assistant Secretary. Approved plans for demonstration and extension work by any Bureau should not be put into operation in any State until they have been brought to the attention of the Chairman of the States Relations Committee and an opportunity has been given for arranging with the extension Directors of the Agricultural Colleges regarding the execution of these plans in the States concerned.

Correspondence and personal inquiries regarding the extension work of the State Agricultural Colleges which come to the offices of the Secretary and Assistant Secretary will be referred to the Chairman of the States Relations Committee, under whose supervision replies will be prepared and given out, except that questions involving the policy of the Department, legal and administrative rulings, and approval of plans of work and expenditures shall be referred back to the Secretary's office and the replies shall be given out from that office.

Dear Sir:

I have the honor to inform you that the Act of Congress entitled "An Act to provide for cooperative agricultural extension work between the Agricultural Colleges in the several States receiving the benefits of an Act of Congress approved July second, eighteen hundred and sixty-two, and of Acts supplementary thereto, and the United States Department of Agriculture", received the approval of the President on May 8, 1914, and thus became a law.

A copy of this Act is enclosed herewith, together with a copy of my letter to the Governor of your State regarding the action required on the part of the State if it desires to receive the benefits of this Act.

If such action is taken, and your institution is designated as a beneficiary of this Act, it will be necessary for you to send me promptly plans for the expenditure of the first appropriation of \$10,000 provided in this Act, which is for the year beginning July 1, 1914. These plans should clearly set forth the purposes for which this money is to be spent and estimates of the amount to be expended in each line of work. A statement should also be made showing what administrative organization will be created in your institution for the conducting of the business required by this Act, and what officer will have general charge of this business, and will act as the representative of your institution in the ordinary transaction of such business with this Department.

To provide for the satisfactory transaction of the business of this Department in its relations with the State Agricultural Colleges and Experiment Stations, it is proposed to create in this Department a States Relations Service and to put this in charge of Dr. A. C. True. Within this Service will be the present Office of Experiment Stations in charge of Dr. E. W. Allen, and an Office of Extension Work. Pending the authorization of this arrangement by Congress, the business contemplated for this Service will be handled by a States Relations Committee consisting of A. C. True, E. W. Allen, C. B. Smith and Bradford Knapp.

11803-10-11

Information regarding the requirements of the Department for accounting and reporting on the Smith-Lever fund will be sent you at an early day.

In view of the fact that both the Department and the Colleges will have funds for extension work in addition to those provided by the Smith-Lever Act it seems desirable that the broad problem of the relations of the Department and Colleges in extension work in agriculture and home economics should be considered at this time.

It is the Department's view that the work provided for by direct Congressional appropriations to the Department of Agriculture for farm demonstration and extension work and by any funds which the State colleges may provide for this purpose in excess of what are contemplated by the Smith-Lever bill should be coordinated with the work under the Smith-Lever bill and that an understanding in respect to all extension work however supported would promote harmony and result in greater efficiency. The Department invites each State college to consider whether thoroughgoing cooperation may not be encouraged at the outset. Such cooperation has constantly been held in mind by the Department as a desirable and proper thing. It is suggested for discussion that there shall be in each State connected with the college an extension division with a responsible leader selected by the State college and acceptable to the Department of Agriculture, that this leader be held directly responsible for all extension work in agriculture and home economics within the State; that through the organization which he heads all extension activities be coordinated and directed; that instructions to the staff shall be given by this leader or through him, and that whenever the Department has cooperative agreements with the State college involving the employment of agents with direct Department funds the agents shall be joint representatives of the colleges and of the Department for the work contemplated in the agreement. If such a policy is agreed upon, a specific understanding between the Department and the college should be arrived at and project agreements regarding the extension work in which the Department and the college may cooperate should be entered into at as early a date as practicable.

The consideration of this general problem need not delay immediate action regarding plans of work under the Smith-Lever Act and the prompt submittal of projects covering the first appropriation under that Act.

Very respectfully,

Secretary.



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June 15, 1914.

MEMORANDUM NO. 92.

MODE OF PROCEDURE IN TRANSACTION OF BUSINESS RELATING TO EXTENSION WORK.

There is hereby established a States Relations Committee, which shall have general supervision of the Department's business involving official relations with the State Agricultural Colleges and Experiment Stations. The following are appointed members of this Committee: A. C. True, Chairman; E. W. Allen, C. B. Smith, and Bradford Knapp. This committee will serve until such time as Congress shall authorize the establishment of a States Relation Service. For the present the business relating to the State experiment stations will be conducted through the Office of Experiment Stations in the same manner as heretofore and the States Relations Committee will consider only such questions concerning the stations as involve their relations to the Extension Divisions of the Colleges.

This Committee will take under consideration matters relating to all the extension work carried on by the several Bureaus and Offices of the Department, and those connected with the administration of the Smith-Lever Extension Act. All plans for demonstration and extension work originating in any Bureau or in any State should be first submitted to the States Relations Committee, which will make recommendations regarding them to the Assistant Secretary. Approved plans for demonstration and extension work by any Bureau should not be put into operation in any State until they have been brought to the attention of the Chairman of the States Relations Committee and an opportunity has been given for arranging with the Extension Directors of the Agricultural Colleges regarding the execution of these plans in the States concerned.

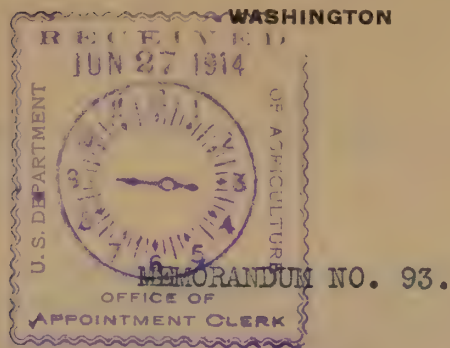
Correspondence and personal inquiries regarding the extension work of the State Agricultural Colleges which come to the offices of the Secretary and Assistant Secretary will be referred to the Chairman of the States Relations Committee, under whose supervision replies will be prepared and given out, except that questions involving the policy of the Department, legal and administrative rulings, and approval of plans of work and expenditures shall be referred back to the Secretary's office and the replies shall be given out from that office.

Within the States Relations Committee, extension business with the Agricultural Colleges in the States of Virginia, West Virginia, Maryland, Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Florida, Louisiana, Arkansas, Oklahoma and Texas shall be conducted through the office of Farmers' Cooperative Demonstration Work, in charge of Mr. Bradford Knapp, and such business with the Agricultural Colleges in the remaining States shall be conducted through the office of Farm Demonstrations in charge of Mr. C. B. Smith, in accordance with general regulations recommended by the States Relations Committee and approved by the Assistant Secretary.

D. J. Houston,

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY



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the Secretary of the Department

June 18, 1914.

RELATING TO ACCOUNTS AND RECORDS.

Attention is invited to the following Act of Congress
approved March 4, 1911, which is self-explanatory:

Extract from Chap. 270--An Act To provide punishment for the falsification of accounts and the making of false reports by persons in the employ of the United States. United States Statutes at Large, Vol. 36, pp. 1355-1356.

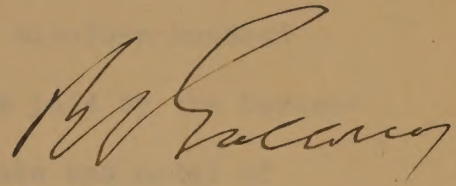
Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled. That whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of keeping accounts or records of any kind, shall, with the intent to deceive, mislead, injure, or defraud the United States or any person, make in any such account or record any false or fictitious entry or record of any matter relating to or connected with his duties, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing; or whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of receiving, holding, or paying over moneys or securities to, for, or on behalf of the United States, or of receiving or holding in trust for any person any moneys or securities, shall, with like intent, make a false report of such moneys or securities, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing, shall be fined not more than five thousand dollars, or imprisoned not more than ten years, or both.

Among the cases which might arise under this act are the following:

- (A) Knowingly submitting, certifying or recording accounts covering the cost of materials or services which are stated in such a way as to conceal the real object for which the expenditure was made; as,
 - (1) Materials or labor for the erection or construction of a building or other public improvement not specifically authorized.
 - (2) Materials or labor for the repair of private property.
 - (3) Payment of salaries or purchase of supplies ostensibly for this Bureau but in fact to reimburse co-operators for expenses incurred by them. The co-operators sought to be reimbursed may be other branches of this Department, other Departments, State Experiment Stations, commercial organizations, or private individuals.
- (B) Submitting, certifying or recording any account covering the cost of materials or supplies when in fact it is known that the materials were not furnished or the services were not rendered on the dates, or at the prices, or in the manner specified; as,
 - (1) When materials were not furnished or services were not rendered on the dates mentioned in the vouchers.
 - (2) When the quantity of supplies or materials was not furnished or the number of days service was not performed as stated in the voucher.
 - (3) When the quality of supplies or materials furnished is inferior to the standard indicated by the bid, contract, or other agreement of the creditor named in the account.
 - (4) When the unit prices are not correctly stated.
 - (5) When the amount actually due is erroneously stated.
 - (6) Attempting to pay for materials or services in one fiscal year which were actually furnished or rendered in another fiscal year.

- (7) Charging to one appropriation expenses actually incurred under another appropriation.
 - (8) Charging expenses to an authorization or contract which had no real connection therewith when incurred.
 - (9) When an employe is absent without pay during all or part of the time covered by a voucher, but proper deduction therefor is not made.
 - (10) Padding reimbursement accounts--false statements covering meals, waiter fees, laundry, pullman accommodations, etc.
- (C) Preparing, certifying or submitting any report or statement which is misleading, either by purposely omitting essential facts, juggling figures, or stating as facts what is known to be untrue or not warranted by data at hand; as,
- (1) Financial statements not in strict accordance with the records.
 - (2) Erroneous statements regarding the nature or disposition of money or checks received in the course of official business.
 - (3) Exigency statements to the effect that articles on contract will not serve the purpose, that competition can not be secured, or that the price named is the lowest obtainable as ascertained by personal investigation, when in fact the difference between the article on contract and the one desired is simply a matter of personal preference, or competition can be secured but would involve some delay, or no personal investigation as to the price was made.
 - (4) Splitting requisitions or orders to evade the regulation requiring competition or exigency statements where the amount involved is fifty dollars or more.
 - (5) Submitting false statements regarding the condition, loss or destruction of articles of public property, or failure to enter or report changes in the status of public property on the inventory. Also the custody, issuance, and use of office, laboratory and field supplies.
 - (6) Knowingly misrepresenting facts in statements regarding any project or investigation for the purpose of misleading or deceiving administrative officers or the public.

Any official statement in writing regardless of its form is a "record" within the meaning of the act and all employees of the Department concerned in its preparation, certification or authentication, knowing it to be false, can be held responsible.



Acting Secretary.

"That no part of any money appropriated by this Act shall be used during the fiscal year nineteen hundred and fifteen in excess of the lowest price paid by the Government of the United States for the same make and model of machine during the period of the fiscal years nineteen hundred and thirteen and nineteen hundred and fourteen; such price shall include the value of any typewriting machine or machines given in exchange, but shall not apply to special prices granted on typewriting machines used in schools of the District of Columbia or of the Indian Service."

